



PONJESLY COLLEGE OF ENGINEERING

(A Christian Minority Institution, Approved by All India Council for Technical Education, New Delhi,
Permanently Affiliated to Anna University, Chennai and Recognized
by University Grants Commission under section 2(f) & 12(B), Act 1956)

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EXAM POLICY	Policy No. : PJCEPL02
	Issue No. :02
	Date :20.09.2021
Frequency/Next Revision	5 years / Academic Year :2026-2027

The Examination Cell plays a crucial role in the academic affairs of the college. The main responsibility of the Examination Cell is to conduct all examinations (Both Internal and External Exams) in fair and systematic manner with supporting staff from faculty members and non-teaching staff.

Objectives:

- Bringing more transparence in the examination and evaluation system
- To schedule regular and improvement Exams.
- To evaluate students' performance by conducting examinations.
- Publish internal results on time.
- Provide a proper mechanism to handle the internal grievances.
- Proper record maintenance.

Procedure:

The institute has the examination cell for grievances related to examination. The college conducts two types of examinations,

- 1.Internal Examinations
- 2.External Examinations

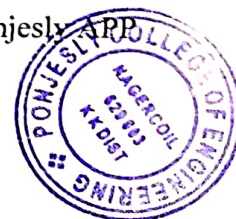
Internal Examinations:

As a part of internal examinations, internal assessment and model examinations are conducted. The redressal of grievances regarding evaluation in both internal assessment and university examination is through the following process.



Institute level: Process to be followed in Internal Assessment Test (IAT)

1. The subject teacher prepares two sets of questions by taking questions from the text book, previous year university question papers and real time problems and handover to IQAC. IQAC selects any one question set and handover to exam cell.
2. The questions are prepared with different cognitive levels (viz., analyzing the problems, implementation of modern tools, formulating the problems etc), by appropriate Bloom's Taxonomy to test the student's broader understanding of a subject.
3. Question bank of each and every unit comprises three portions:
 - One third of the questions is direct and can be answered by all students.
 - One third of the questions need application knowledge to answer.
 - Remaining one third of the questions need critical thinking to answer.
4. CO is marked with Bloom's Level for all the questions.
5. Question bank is submitted to HoD for approval after course coordinator scrutiny.
6. The HoD instructs the coordinator to reconstruct the Question bank if the question bank doesn't offer the right level of challenge.
7. The questions for IAT are extracted from the Question bank.
8. Internal Assessments are conducted as per the Academic calendar.
9. The internal examination system has Internal Assessment Tests with 1.5 units of the course as respective test portions to evaluate the student's performance.
10. Internal assessment tests are conducted in small quantum of portion rather than entire syllabus which predominantly supports the end semester success of our students.
11. All assessment tests are evaluated with answer key scheme by subject teachers.
12. After the evaluation process, papers are distributed to the students.
13. The faculties discuss the answer key in the class after every internal test to clarify their doubts and enable them to perform well in the forthcoming examination.
14. Marks are entered in the Faculty Log book and CO attainment sheet.
15. The marks obtained by the students are disseminated to their parents through Ponjesly.
16. Students are given permission to take up re-test.



AFFILIATING UNIVERSITY EXAM PROCESS:

1. The Hall ticket is issued subject to the candidate satisfying the Attendance and other requirements as per the Regulations.
2. Candidate should produce the hall ticket on demand by the Invigilator / Chief Superintendent (CS) / Anna University Representative / Squad members.
3. Candidate shall not write anything in the hall ticket
4. A seat marked with Register number will be provided to each candidate. Candidate will occupy the allotted seat at least 10 minutes before the commencement of the examination. In no case, candidate shall be allowed to occupy a seat other than the seat allotted to her
5. Normally, a candidate will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates will be permitted during the first thirty minutes of the examination after obtaining the written permission from the Principal / CS. Under any circumstances the candidate shall not be permitted to enter the hall after the expiry of first 30 minutes
6. Candidate shall not be allowed to leave the examination hall before the expiry of 45 minutes from the commencement of examination. The candidate who leaves the examination hall during the period allotted for a paper will not be allowed to re-enter the hall within that period
7. Candidate who is suffering from infectious diseases of any kind shall not be admitted to the examination hall
8. Strict silence should be maintained in the examination hall
9. Candidates are required to bring their own pens, pencils and erasers. Candidates should use only blue or black ink for their examination.
10. Before proceeding to answer the paper, the candidate should write her/his register number, semester, subject and date of the examination at the appropriate space provided in the first page of the answer book and nowhere else in the answer book or in any additional attachment like drawing sheet, smith chart etc
11. Candidate shall write only the Register number in the space provided in the question paper. Any other writings in the question paper are prohibited and punishable



- 12.If a candidate writes her /his register number on any part of the answer book / sheets other than the one provided for or puts any special mark or writes anything which may disclose his/her identity, she/he will render himself /herself liable for disciplinary action
13. Writing of wrong register number in the answer book will entail rejection of the answer book.
14. Candidate is not allowed to exceed the prescribed time assigned to each paper
15. Candidate shall not talk / ask questions of any kind during the examination
16. Candidates shall not carry any written / printed matter, any paper material, cellular phone, pen drive, tablet, programmable calculator, any unauthorized data sheet / table into the examination hall and if anything is found in their possession they shall be liable for disciplinary action
17. No candidate shall pass any part or whole of answer papers or question papers to any other candidate. No candidate shall allow another candidate to copy from his/her answer paper or copy from the answer paper of another candidate. In case of committing such malpractice, the involved candidates shall be liable for disciplinary action
18. Candidate found guilty of using unfair means of any nature shall be liable for disciplinary action
19. Candidate will have to hand over the answer book to the invigilator before leaving the examination hall

Grievance redressal for internal Assessment:

- For 2021 Regulation students, University allots 60% marks for end semester exams and 40% marks for internal assessment test. For 2017 Regulation students, University allots 80% marks for end semester exams and 20% marks for internal assessment test
- The marks in the internal tests are uploaded in the Anna University web portal .Attendance is entered periodically in the Anna University web portal.
- The regularity of attendance and the performance of the students in internal assessment tests and end semester examinations are carefully monitored by the Class teachers.



- Students are made aware of the detailed scheme of valuation based on which the answer scripts are awarded marks.
- Suitable explanation is offered by the course teacher in case of any clarification asked for discontent expressed by any student.
- If the student is still in need of assurance, clarification will be given by the HoD of the concerned department.
- Further clarification, if needed, will be provided by the exam cell coordinator and finally by the Principal

Grievance redressal Mechanism for summative Assessment by the University:

The current procedure for addressing grievances expressed by the students regarding valuation for the end semester examination scripts is as charted below:

Step: 1

- Publication of results
- Online access to grades obtained - if found dissatisfactory

Step: 2

- Apply for photocopy of answer scripts on payment of stipulated fee.
- Revaluation of answer scripts by the course teacher on receipt of photocopy.



Step: 3

- Apply for revaluation based on the recommendation by the course teacher and on payment of stipulated fee
- Await for revaluation result.

Step: 4

- Further apply for 'Challenge' if still dissatisfied



Verified by	Approved by
 IQAC Coordinator	 Principal

**IQAC Coordinator,
Ponjesly College of Engineering,
Nagercoil-629 003.**

**PRINCIPAL
PUNJESLY COLLEGE OF ENGINEERING
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