



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

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Dated :10/12/2016

EXAMINATION POLICY

Policy statement

Examinations play a major role in deciding the quality of education at any Institution. The Examination policy deals with all examination functions such as planning, scheduling, notification, invigilation, evaluation, maintaining the results and issue of certificates, addressing any grievances.

Scope of the Policy

Examination policy applies to all the admitted Undergraduate program students of AJ Institute of Engineering & Technology. This policy ensures that the examination system at AJIET is systematic with all the required rules.

Objectives

- To plan, manage and execute the exam in an effective manner.
- To give clear instructions to students, faculties regarding all the examination related rules and regulations.
- To ensure examinations are conducted in a precise manner as per the rules framed.

Rules and Responsibilities

The Examination Committee plans about all the examinations to be conducted in a semester, including scheduling, circulation/notification of scheduled exam time-table, preparing the venue, exam invigilation with the help of Institute examination section.

Conduct of Examination

- Chief Superintendent / Principal is responsible for managing the administration of Semester End Examinations and Continuous Internal Assessments.
- The Examination section with the senior faculty members as Exam coordinators prepares the schedules for the conduction of all Internal examinations as per the college calendar


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and Semester end examinations as per the University timetable and manage the major responsibilities.

- Tentative dates should be mentioned in the college academic calendar by referring the University – VTU academic calendar schedules.
- The Examination section notifies the examination schedules. maintain strict and fair rules to conduct all internal/Semester end examinations in coordination with respective departments.
- In all Theory Examinations, the question papers are prepared as per the Bloom's taxonomy. Question papers will be scrutinized before the acceptance in the presence of Domain coordinator, academic audit committee member & Head of the department.
- Head of the departments are responsible to ensure that respective departments faculty members are working with the appropriate assessment frameworks and objectives of all examinations at the Institute.
- Students found with any written material is considered under malpractice in internal assessment tests are investigated as per the exam grievance reform mentioned in the policy.

Rules and regulations for students during internal examination

- Students should make sure that the blue book with all the details is submitted to the subject teachers prior to the examination date.
- Students should report to the examination hall 15 minutes prior to the commencement of IA test.
- Students should carry college ID card and come with proper dress code/ college uniform compulsorily.
- Internal test will be conducted for 90 minutes duration. Students must sit inside the exam room minimum of one hour after the commencement of the exam.
- Students must sit according to the seating arrangement as per the USN/Roll no.
- Students should not carry calculator covers or any purse/pouch/ digital gadgets/ smart watches/mobiles, written materials inside the exam hall.
- Required stationaries should be carried to the exam hall and should use black point pen only.
- Students need to check the pockets, desk, chair, palm – surroundings immediately after entering the examination hall and make sure there is no chits/written material around.
- Students should hand over the blue book to the room invigilator personally, after completing writing answers.


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Rules and regulations for students during Semester End Examination

- Students should carry college ID card and Examination Hall ticket during all the days of examinations without fail.
- During semester end exam, Students must follow the rules already guided during internal assessment.
- Students must be seated inside the examination hall at least half an hour before the commencement of the examination. If the student come after the commencement of exam time, he or she will not be permitted to write the exam.
- Students should make sure the University answer booklet front page is filled with care as per the guidance of the room invigilator.
- VTU exam squad team will visit the exam hall regularly for the inspection. If any students found possessing chits will be booked under malpractice and action will be taken as per the norms of the University.
- Once the candidate leaves the examination hall, he or she will not be allowed to enter the hall under any circumstances.
- Students can issue duplicate hall ticket; in case if he/she lost the hall ticket by paying the requisite fee to the exam section.

Rules and Responsibilities - Room Invigilator

- Should report to the examination section well in advance at least forty-five minutes prior to the commencement of exam. In case of VTU examination as per the time slot mentioned in the duty allotment list.
- Room Invigilator shall make frequent clear announcement to the students, to check themselves for mobile phones, written materials, calculators, any digital gadgets etc., inside the Examination Hall before the commencement of exam.
- Strict silence is to be maintained in the examination hall, should wear the Identity card and not to carry Cell phones inside the examination hall.
- Room Invigilator shall check the identity of the students with the help of Hall Ticket/ Identity Card before entering the examination hall. Shall check the number of Answer books and Question papers with the attendance before distribution.
- Shall check the identity of the students with the help of Hall Ticket, Identity Card before entering into the examination hall.


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- Instruct clearly to the candidates to write the correct subject code, subject title and all the required data on the answer booklet or blue book.
- To check the attendance properly and write ABSENT in the signature column of the attendance sheet or Form -B.
- During Semester end examination check the booklet number and fill the form – B carefully and to check the answer booklet front page with all the details without any mistake.
- To instruct the students to write the Register Number on the Question Paper.
- On rare occasions, when a candidate has to leave the examination hall, they should be accompanied by any Teaching staff with information to the exam section.
- Malpractice should be reported immediately to the Deputy Chief Superintendent or Exam coordinator.
- Should not allow the candidates to keep answer books on the desk and at the end of examination, answer booklets are to be arranged in the order of Register Number/USN and hand over to the Exam section.

Rules to be followed in case of student's absence for exam or grievances

- If any Student is absent during IA due to representing the College/ Technical/Cultural/Sports/under any kind of medical issues, then prior permission from HOD is must and he/she shall be given the missed internal after completion of all the internals as per the scheme requirement.
- Faculties must submit the list of Students those who are absent during the internals to HOD and based on the Recommendation of HOD, internal test can be given.
- He/she is eligible to take up internal only if he/she should have minimum attendance of 85% and able to produce Valid Medical Certificate.
- If any Student found in any kind of Malpractice during the test, should attend a disciplinary meeting along with the Parents on the prescribed date. If fails to attend the meeting he/she will not be allowed to class until parents meet the Disciplinary Committee Head.
- Based on the decision taken during Disciplinary Committee meeting Students will be Penalized/ suspended from taking up remaining internal test. The penalized amount shall be in the form of defined amount in the form of textbooks or journals to the department library.
- No additional Internal will be given to a student who has been booked under malpractice and marks will be entered as "zero".

- If any students booked under malpractice during University End semester examination, the action will be taken as per the norms of the affiliated University.

Committee details:

Examination committee at AJ Institute of Engineering and Technology is as follows:

SI. NO	DETAILS	ROLE/RESPONSIBILITY
1	Principal	Chief Superintendent
2	Senior Faculty	External exam & Exam section coordinator
3	Senior Faculty	Internal exam and Timetable coordinator
4	Office Assistants	Members
5	Department Internal Assessment Coordinators	Members to coordinate at department level

The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.

for **A.J. Institute of Engineering & Technology**

For LAXMI MEMORIAL EDUCATION TRUST (R.)
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

President
President

Date: 10/12/2016

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