

MALNAD COLLEGE OF ENGINEERING, HASSAN

EXAMINATION PROCESS

Malnad College of Engineering (MCE), being affiliated to Visvesvaraya Technological University (VTU), Belagavi, basically follows the guidelines of VTU for the assessment and evaluation with some reforms added by the institution. There are two modes of assessments; (1) **Continuous Internal Evaluation (CIE)** and (2) **Semester End Examinations (SEE)**.

1. Continuous Internal Evaluation (CIE)

i. Objectives of CIE

The objectives of CIE are to:

- Assess student learning continuously rather than relying solely on the Semester End Examination (SEE).
- Evaluate different learning outcomes, including knowledge, understanding, application, analysis, design, experimentation, communication, and other programme-specific skills.
- Provide periodic feedback to students.
- Identify academically weak students sufficiently early for remedial measures.
- Ensure transparency, uniformity, fairness, and accountability in internal assessment.

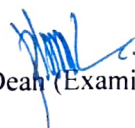
ii. Components of Continuous Internal Evaluation

A typical CIE system may consist of multiple assessment components such as:

Component	Possible Assessment Method
Internal tests	Written tests conducted periodically
Assignments	Individual or group assignments
Quizzes	Objective or descriptive assessments
Tutorials/problem-solving	Assessment of analytical and problem-solving ability
Laboratory performance	Observation, experiments, records and viva voce
Projects/design activities	Reviews, presentations and technical output
Seminars/presentations	Communication and subject understanding
Classroom activities	Subject-specific activities, where approved

iii. Weightage for CIE

(a) **CIE for theory courses:** The cumulative evaluation of performance shall be for a total of 50 marks. A maximum of 30 marks for tests and 20 marks for activities shall be allotted. For the integrated courses, theory portion and practical component have 30 and 20 marks weightage, respectively. However, in case of courses which need special provisions, the


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evaluation scheme approved by the concerned Board of Studies (BoS) shall be adopted. The scheme of evaluation and the rubrics shall be submitted by the faculty offering the course to the HoD before commencement of the course. The lesson plan and the scheme of evaluation shall be shared with the students.

In case of theory courses, continuous evaluation has been given more importance in National Education Policy (NEP)-2020, the minimum marks to be secured in CIE to appear for SEE shall be respectively 12 and 8 in tests and activities respectively.

For 2023-24 and 2024-25 admitted batches, three tests shall be conducted each for maximum of 20 marks. Duration of test is one hour. The total marks secured by students shall be reduced proportionately to 30 marks. A minimum of two activities shall be conducted in each course for 20 marks.

For 2025-26 and 2026-27 admitted batches, two tests shall be conducted each for maximum of 50 marks. Duration of test is one and half hour. The total marks secured by students shall be reduced proportionately to 30 marks. A minimum of two activities shall be conducted in each course for 20 marks.

b) CIE for practical courses: CIE consists of performance evaluation in each class and record writing for a total of 30 Marks. 20 marks weightage is given for test being conducted at the end of the semester but before SEE. In case of lab-integrated courses, 20 marks weightage is given for practical component.

c) CIE for drawing courses: CIE consists of regular evaluation of drawing sheets for a total of 30 Marks and a minimum of two tests for 20 Marks. (Total 50 marks).

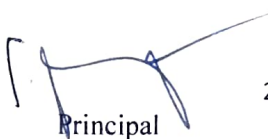
d) CIE for mini projects, internship, industrial training, certification courses/ workshop and Seminars shall be made known to the students at the beginning of the semester.

Eighth Semester project evaluation is to be carried out in three stages: Synopsis evaluation for 10 marks, Mid-term evaluation for 15 marks and Semester end internal evaluation for 25 marks. Semester End Examination involving external examiner is for 50 marks.

iv. CIE Process

A. Before the commencement of the semester


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The institution finalizes and communicates:

1. CIE components and maximum marks.
2. Number and tentative schedule of internal tests.
3. Assessment rubrics for non-written components.
4. Minimum attendance and other eligibility requirements, if applicable.
5. Procedure for make-up assessments.
6. Moderation and grievance-redressal mechanisms.

The assessment scheme shall be communicated to students at the beginning of the semester.

B. Conduct of Internal Tests

For written CIE tests:

- The question paper shall be prepared based on the prescribed syllabus completed up to that stage.
- Questions shall be mapped to appropriate **Course Outcomes (COs)** and cognitive levels, wherever required by institutional regulations.
- A uniform question paper pattern shall be followed across departments or courses, unless academic reasons justify otherwise.
- Question papers should undergo scrutiny or moderation before printing.
- Proper confidentiality should be maintained until the examination.
- Attendance and absentee records should be maintained.

C. Evaluation and Declaration of Marks

After each assessment:

1. Answer scripts should be evaluated within the prescribed time.
2. Marks should be entered into the authorized examination/academic management system.
3. Evaluated scripts or performance records should be shown to students.
4. Students should be given an opportunity to seek clarification regarding evaluation.
5. Errors identified in mark entry should be corrected through a documented procedure.

v. Moderation of CIE

A CIE moderation committee has been constituted for monitoring of CIE to ensure consistency across different sections and departments.

A CIE Moderation Committee may review:

- Appropriateness and standard of question papers.
- Coverage of syllabus and COs.
- Distribution of marks.
- Unusual variations in marks.


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- Uniformity in assessment practices.
- Compliance with approved CIE regulations.

Moderation should not become an arbitrary alteration of marks. Any modification should be based on approved regulations and supported by proper justification and records.

vi. Transparency and Student Grievance Redressal

A clear mechanism shall be available for students to raise grievances relating to:

- Non-declaration of CIE marks.
- Errors in mark entry.
- Errors in totaling.
- Unevaluated answers.
- Deviation from the approved assessment scheme.

Hierarchy is:

Course Faculty → Head of Department → Departmental/College-level CIE Grievance Committee.

All grievances and decisions shall be documented.

vii. Make-up CIE

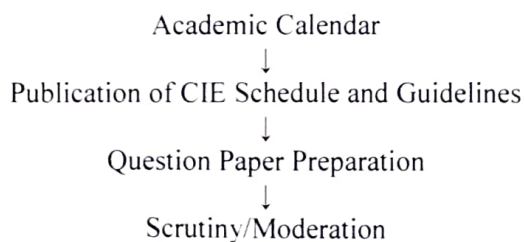
The institution has clearly defined rules for make-up assessments for students who miss a CIE component due to legitimate reasons such as:

- Officially approved academic activities.
- Representing the institution.
- Medical or other exceptional circumstances supported by appropriate evidence.

Make-up CIE should not ordinarily become a routine opportunity for students absent without valid reasons.

viii. Administrative Workflow

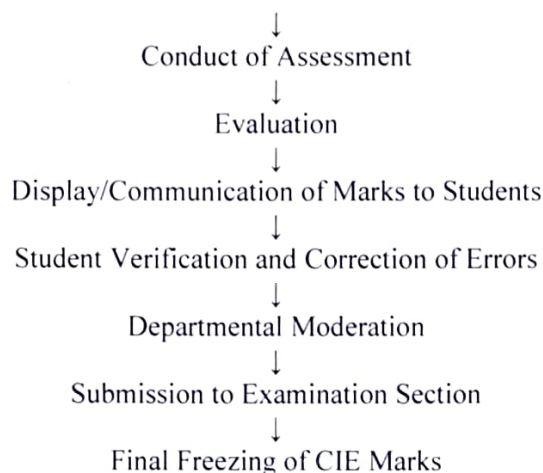
Institutional workflow is:



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2. Semester End Examinations (SEE).

i. Examination Planning and Notification

The process begins with preparation of the **academic and examination calendar**. The Examination Section shall finalize:

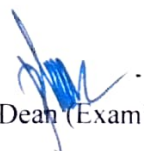
- Dates of SEE and make-up/supplementary/summer semester examinations, wherever applicable.
- Last working day and commencement of examination.
- Examination registration schedule.
- Fee payment and application procedures.
- Timetable for theory and practical examinations.
- Eligibility requirements for appearing in SEE.
- Procedures relating to malpractice, absenteeism, and examination grievances.

The approved examination schedule shall be communicated sufficiently in advance to students, departments, and other stakeholders.

ii. Eligibility and Examination Registration

Before permitting a student to appear for SEE, the Examination Section shall verify:

- Course registration.
- Attendance eligibility, as per the VTU regulations.
- Completion of required CIE components.
- Payment of prescribed examination fees.
- Fulfillment of other academic requirements.


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Students who are not eligible shall be appropriately identified in the examination management system, and their status should be communicated to the concerned department and student as per institutional regulations.

iii. Preparation of Question Papers

Question papers should be prepared sufficiently in advance through a confidential process.

The process may include:

Question Paper Setting → Scrutiny → Auditing → Secure Storage → Printing → Examination

Important measures include:

- Appointment of qualified internal and external question paper setters.
- Preparation of question papers according to the approved pattern.
- Coverage of the prescribed syllabus and Course Outcomes.
- Appropriate distribution of marks and difficulty level.
- Verification of numerical data, figures, diagrams, units, and language.
- Scrutiny for typographical or conceptual errors.
- Maintenance of strict confidentiality throughout the process.

A question paper scrutiny committee appointed by chairperson of Board of Examiners (BOE) shall ensure that errors such as missing questions, incorrect data, ambiguity, illegible figures, wrong marks, or mismatch between questions and syllabus are avoided.

iv. Preparation of Examination Timetable and Seating Arrangement

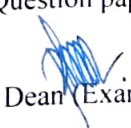
The Examination Section shall prepare:

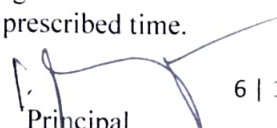
- Detailed examination timetable.
- Room-wise seating arrangements.
- Student-wise nominal rolls.
- Hall tickets.
- Invigilation schedules.
- Room Superintendent appointments.
- Flying squad or examination vigilance arrangements.

v. Conduct of Semester End Examination

On the day of examination, the following activities shall be carried out:

1. Examination halls should be opened and prepared in advance.
2. Students should be admitted according to the prescribed reporting time.
3. Identity and eligibility of students should be verified by the invigilators.
4. Question papers and answer books should be distributed at the prescribed time.


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5. Attendance should be recorded.
6. Invigilators should continuously monitor the examination.
7. Cases of suspected malpractice should be reported immediately as per the prescribed procedure.
8. Additional answer books, if issued, should be properly accounted for.
9. At the end of the examination, all answer scripts should be counted and verified before dispatch.

A proper answer script accounting procedure is implemented to ensure that no script is lost, misplaced, or wrongly packed.

vi. Practical, Laboratory and Project Examinations

For laboratory and practical examinations, the Examination Section should:

- Appoint internal and external examiners, wherever prescribed.
- Prepare examination schedules and batches.
- Ensure availability of laboratories, equipment, consumables, and software.
- Verify student eligibility.
- Maintain examination records and marks statements.

The assessment should be based on approved rubrics and procedures, including, where applicable:

- Experimental performance.
- Viva voce.
- Observation and results.
- Laboratory record.
- Design or problem-solving ability.

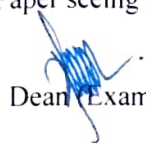
vii. Appointment of Examiners and Evaluation

The Dean of Examinations shall:

- Identify and appoint qualified evaluators.
- Issue appointment orders.
- Provide evaluation schemes, marking guidelines, and model answers where appropriate.
- Supply answer scripts through a secure and traceable system.
- Monitor evaluation progress.

The evaluation shall involve:

- Single valuation.
- Moderation of 20% of randomly selected evaluated scripts.
- Third valuation where there is a prescribed difference between two valuations.
- Paper seeing and redressal of grievances.


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- Revaluation and Challenge valuation.

viii. Coding, Decoding and Confidentiality

Coding system shall be used so that the identity of students should remain concealed from evaluators.

The process involves:

Answer Script Collection → Coding → Evaluation → Marks Entry → Verification → Decoding → Result Processing

Access to coding and decoding information should be restricted to authorized personnel. Proper controls should be maintained to prevent unauthorized disclosure or modification of marks.

ix. Marks Entry and Result Processing

After evaluation:

1. Marks should be entered into the examination management system by evaluators.
2. Entries should be verified by the evaluation coordinators to avoid data-entry errors.
3. Missing marks or abnormal entries should be identified.
4. CIE and SEE marks should be combined as per the approved regulations.
5. Grades, SGPA, CGPA, pass/fail status, and other academic outcomes should be computed.
6. Results should undergo verification by coordinators and staff before declaration.

x. Declaration of Results

After approval by the competent authority, results should be published through the authorized system.

The result should clearly indicate, as applicable:

- Marks or grades.
- Grade points.
- Pass/fail status.
- SGPA and CGPA.
- Backlog courses.

Any result withheld due to academic, administrative, or other approved reasons shall be handled properly.

xi. Post-Result Processes

After declaration of results, students shall be provided with mechanisms such as:


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- Viewing of evaluated answer scripts and submission of grievances.
- Re-totaling or verification.
- Grievance Redressal Committee (GRC) shall review the grievances and declare the results/decisions.
- Revaluation.
- Challenge revaluation, if provided under institutional regulations.
- Correction of genuine errors.

The institution should prescribe clear timelines for submission of applications, payment of fees, and declaration of revised results.

xii. Examination Malpractice and Disciplinary Action

Cases of malpractice should be dealt with according to VTU regulations.

The process generally includes:

Detection → Report by Invigilator/flying squad → Seizure of Relevant Material → Student Statement → Statement of Exam officials → Malpractice Enquiry Committee (MEC) → Decision by MEC → Communication of Penalty

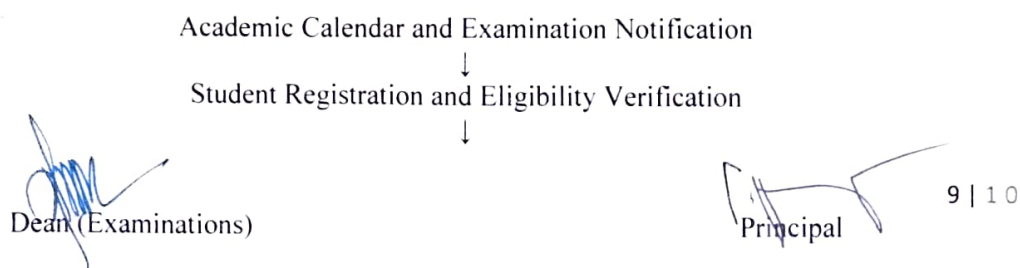
Students should be provided an opportunity to explain their case wherever required under the applicable regulations and principles of natural justice.

xiii. Records and Documentation

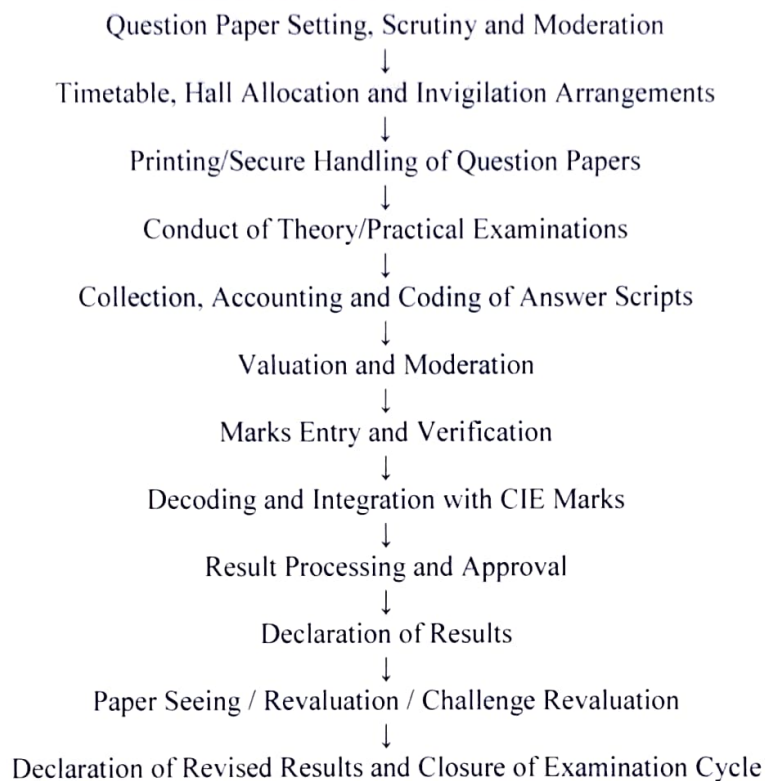
The Examination Section should maintain proper records of:

- Examination notifications.
- Student registrations.
- Timetables and seating arrangements.
- Invigilation duty orders.
- Question paper setting and moderation records.
- Answer script issue and receipt records.
- Evaluation and remuneration records.
- Marks and result processing records.
- Malpractice cases and decisions.
- Revaluation and challenge valuation records.
- Final approved results.

Overall SEE Workflow



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