



**Sharada Education Trust ®**  
**CAMBRIDGE INSTITUTE OF TECHNOLOGY NORTH CAMPUS**

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(Approved by AICTE, Affiliated to VTU, Recognized by Govt. of Karnataka,

Certified by ISO 9001:2015)

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**Examination Policy**  
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## Examination Policy

The Examination Policy of CITNC is framed in accordance with the regulations of Visvesvaraya Technological University. The institution ensures that all students are treated with respect and impartiality throughout the assessment process. Student learning assessments are conducted in a transparent manner, applied consistently, and aligned with the stated course objectives. Students are provided with timely and constructive feedback on their academic performance at regular intervals to support continuous improvement. This document comprehensively outlines the policies, rules, and procedures governing student assessment, in adherence to the guidelines prescribed by the affiliating University.

### **Objectives:**

- Conduct VTU examinations smoothly as per university rules and guidelines.
- Ensure fairness, transparency, and accuracy in examination and evaluation processes.
- Complete all examination activities, including results and documentation, on time.

### **Academic Calendar of the Year:**

- The Dean (Academics), in consultation with the Principal and Heads of Departments (HoDs), prepares the Academic Calendar before the commencement of academic year in accordance with the Visvesvaraya Technological University (VTU) calendar.
- The Controller of Examinations (COE) communicates the approved Academic Calendar to all concerned stakeholders, informing them about the academic program and the schedule of various examinations to be conducted during the semester.
- Based on the approved Academic Calendar, the Examination Cell prepares the timetable for CIE, internal laboratory examinations, and evaluation activities.
- SEE Theory and laboratory examinations are conducted as per the timetable notified by the VTU.

### **Examination Cell**

- The Examination Cell is a confidential body with the responsibility of conduction of examinations both internal and external, The Exam Cell functions with the guide lines of Visvesvaraya Technological University (VTU) regarding all matters related to the Semester End Examinations and Continuous Internal Exams of the institute.
- The Controller of Examination (COE), coordinates all the proceedings of the Exam cell with the consult of the Principal and Dean (Academics). Any information either received or required to be sent to the University is being dealt by the Exam Cell. Any circular, guidelines, office order, notifications received by the college is processed by the cell;

The members of examination cell are listed as below.

### Composition of Examination Cell

Sl. No.	Member	Designation	Role
1	Dr. Prasad Nail Hamsavath	Principal	Chief Superintendent
2	Dr. Prashanth B	Associate Professor	Controller of Examination
3	Mr. Vikram J	Exam Section clerk	Member
4	Mr. Shivakumar M B	Exam Section assistant	Member
5	Ms. Vandana M	Exam Section assistant	Member

#### **Roles and Responsibilities:**

##### **Continuous Internal Evaluation (CIE) at Institute level:**

Exam Cell is responsible for the conduction of CIE Test as per the VTU Regulation 18OB8.0 to 18OB8.8 as explained below:

1. Schedule for CIE test received from the Dean (Academic) office are need to be served to all the concerned.
2. Preparation for smooth conduction of CIE tests such as display of test schedule, Invigilation duty chart, Seat allotment in the test conducting halls, Assignment of Test duties to faculty, Internal squads etc. The exam cell will be taking care of number of copies to be printed for distribution of the same to the allotted rooms.
3. Before starting of test, distribution of blue books to the invigilators and after the test the receiving of blue books and dispatching to the concerned course teachers.
4. On the days of Internal Assessment, the Department exam Coordinators has to report to the COE at least 30 minutes before the start of tests and should take care of distribution and collection of bluebooks of the respective departments.
5. Informing the departmental exam coordinators to submit the course wise test analysis after each test is completed and later preparing of report thereof in consultation with the Dean (Academics) to submit to the appropriate authorities such as Principal/Management for further reviews and for follow up action to be taken up by the course teacher if any, for further improvement.

##### **External or Semester End Exam (SEE) at University level:**

Exam Cell is responsible for conduction of SEE as per the VTU Regulation 18OB8.9 to 18OB8.13 as explained below:

1. Examination Schedule received from the University duly served to all concerned.
2. Display of Circulars / notices from university indicating details regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc.
3. Preparation for smooth conduction of examinations such as display of exam schedule, Invigilation duty chart, Seat allotment in the examination halls etc.
4. Preparation of proper staff mobilization, assigning the duty as per the duty chart already prepared for conducting the exams.
5. Indenting and maintaining of stock register of Examination related stationary.

6. Online QPDS related task.
7. Expenses for conducting both Theory and Practical Examination will be maintained and it shall be sent to university for verification and settlement.
8. Providing Attendance to External Examiners.
9. Preparation of student's appearance for the Examination Day wise and Session wise.
10. Preparing Hall Allotment and Seating Arrangement (Pasting register numbers on desk) for University Exams.
11. Providing proper information to the University Squad members during their visit to the institute.
12. Preparing Practical Schedule and updating the same in the University Web Portal.
13. Confirming Internal and External Examiners for the Practical Examinations.
14. Answer scripts are made as bundles and it should be sent to University daily after the Examination.
15. Conduction of Faculty training Program to explore the roles and responsibilities of room invigilators, relieving superintendent, Internal DCS etc and awareness to all the concerned on smooth conduction of exams.
16. On the day of examination, the invigilators have to report to the COE at least 30 Minutes before the start of each session.
17. Before starting of examination, distribution of answer books to the invigilators and after the completion of examination the receiving of answer books and dispatching to the University as per the required format.
18. Distribution of result sheets to the departments once the results received from the university to prepare the result analysis of each course and also the marks card to students through department exam coordinators.
19. Analyzing of all examination results and preparing of report thereof in consultation with the Dean (Academics) to submit to the appropriate authorities such as Principal/Management for further reviews and for follow up action.
20. Preparing the list of eligible students at the beginning of each academic year within one week after the announcement of the result and submitting the same to Dean Academics.
21. Informing the students regarding the conditional admission option and submitting the list of students who have joined through conditional admission to the Dean Academics.
22. Updating the students' database after the announcement of revaluation and submitting the same to Dean Academics.

## **Examination Process**

Internal and External examination will be carried out as per the norms prescribed in Academic Regulations of concerned UG programs, offering by the College.

### **Internal Examination Process at College Level:**

1. In 2022 schemes of VTU under CBCS, the weight age on Continuous Internal Evaluation (CIE) and Semester End Exams (SEE) is assigned as 50:50 ratios. The CIE is to be evaluated for 50 marks, in which CIE Test carries 30 marks and the remaining 20 marks will be awarded based

2. on other parameters like assignments, quizzes, class tests etc as stipulated by VTU Regulation
3. In a semester, three CIE Tests i.e. Test-1, Test-2 and Test-3 will be conducted for 40 marks each and average of two tests will be reduced to 30 marks to consider it as final CIE component.
4. Test papers are set, evaluated and assessed by course teachers and the marks so obtained are shared with students.

#### **Process for setting/selection of the question paper:**

For each CIE, one set of question papers shall be set by course coordinator along with scheme of evaluation and solution. The portions/syllabus to be covered shall be decided at the beginning of the semester for the First test, and similarly the portion for the Second and Third Internal tests soon after the completion of Test-1 and Test-2 respectively. The question paper with scheme (approved by HOD) in sealed cover to the COE before three days of the commencement of the Internals Assessment. The course coordinator shall take care of number of copies to be printed for distribution to the allotted rooms.

1. While setting the question paper the course teacher should take care to cover- up all COs and the RBT levels up to level-3 at least. Normally the question paper is required to set such that 60% of total marks to be covered by the RBT level-1 and -2, the remaining marks to be from RBT level-3 (if possible, from level-4 also).
2. Receiving Question papers from Staff and Making multiple copies of Question papers as per students' strength.
3. Seating plan and table marking is followed even for internal assessment tests and it is displayed on the notice board along with the internal assessment time table.
4. Immediately after the test, the course teacher in the next period should discuss the test paper in the class. The scheme and solution of the course to be evaluated is required to be displayed for student's notice.
5. Within 03 days from the last day of the test, the evaluated blue books shall be made available to students to enable students to gauge their performance in the test.
6. The marks to be updated if any changes. If there is a grievance from the student about the marks awarded, the HOD can get it verified/valued by the second/subject expert to guarantee the justice. A final mark of each test is finally entered to work sheet for further needful.
7. Within one week of completion of CIE Test, the Department Exam Coordinators has to submit the CIE marks along with CIE Result Analysis to COE.
8. The consolidated statement of CIE uploaded to university web portal also needs to be submitted to Exam Cell for result preparation.

## **Semester End Exams (SEE) process for University exams:**

1. The examination cell makes the required material list before the examination schedule. The required stationery will be made available by coordinating with the university and as well with the institute.
2. Department will prepare the list of students having shortage of attendance in accordance with the guidelines set by the university. Department shall submit the same to the Principal for the approval, after taking the consent from Dean Academics. A copy of the list shall be sent to the Exam cell. Exam cell shall prepare the list of students who are eligible for taking up the exams.
3. Planning for quoting the number of theory question papers required for various schemes such as 10 scheme, 15 scheme, 17 scheme 18 scheme 21 scheme 22 scheme of VTU under CBCS day wise/program wise etc will be done.
4. Practical batch list will be created and uploaded by the respective department HODs for the approval by the university. A copy of the same shall be sent to the examination cell. After completion of lab exams, the details such as mark covers, answer booklet covers along with absentees' statement will be sent to university by the exam cell.
5. The exam cell, as per the regulations/guidelines of the university, plan and prepare for the various activities such as the required number of rooms/invigilators/relievers/DCS(Int), chart preparation for invigilation, display of students' allotment to rooms etc. for smooth conduction of theory exams. Soon after the completion of exam, the answer book bundles will be handed over/dispatched to university on daily basis.
6. **MALPRACTICE-** Candidates indulging in any kind of malpractice in the examination hall will be seriously dealt with any of the following will be deemed to be malpractice and action will be taken against candidate indulging in them
7. At the end of all exams, the consolidated statement of Form-A, Form-B, Absentee's etc. will be submitted to the university.
8. Once the university results are announced, the consolidated statement of SEE results analysis course wise and semester wise will be submitted by the Department Exam coordinators to COE through exam cell for further needful.
9. Revaluation notification of the university will be communicated and displayed on the notice board for the students to notice so that the interested students can apply within the due date.
10. The consolidated statement of the same will be sent to university along with the proof for having remitted of the prescribe fee to the university.
11. Revised results analysis will be made after the announcement of revaluation results and the same will be submitted to the COE.
12. The above procedure for the conduction of examination of both internal and external will be repeated every semester. The exam cell will be responsible in exercising all the exam related matters with the consult of Dean (Academics) and COE. All the communications shall be made through Dean (Academics) for further approval by the Principal before sending to Management/University.

## **Grievance's Redressal related to Examination.**

In order to make sure the transparency and clarity in the process of assessment of students, the procedure is set to redress the grievances of the students related to examination as follows:

1. If any discrepancy in the marks awarded, the student can bring it to the notice of concerned course teacher. The course teacher is expected to address the issues politely as convincingly as possible based on the scheme of evaluation.
2. If the student is not convinced, the issue may be taken to the HOD level. The concerned HOD should call the concerned course teacher for clarification to resolve the issue at his level only. If not resolved fruitfully, then HOD can constitute a committee comprising two subject experts to get it valued the blue book(s). Based on the outcome of the committee, the HOD should redress the grievances.
3. Even with all these exercises, the student is not convinced, then it should be referred to the Dean-Academics where the issue will be resolved mostly by taking inputs from course teacher, subject experts committee and HOD. With the appropriate inquiry, the justice will be guaranteed.
4. If the student is not satisfied with the outcome of the Dean-Academics, then he/she can approach the college level grievance Redressal cell.

### **References:**

1. Visvesvaraya Technological University Regulations and Exam Guidelines
2. Visvesvaraya Technological University Circulars

**Principal**

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