

Minutes of the Examination Cell
Meeting – Odd Semester 2019-2020 conducted
on 5th August 2019

Agenda:

Item 1: Conduct of Common CAT/IAT and Model Examination

Item 2: Instruction for Correction of Answer Scripts

Item 1: Conduct of Common CAT/IAT and Model Examination

The Officials involved in the conduct of examination in College level are:

1. Head of the Department
2. Exam Cell Coordinators
3. Examiners

INSTRUCTION FOR CONDUCT OF CAT/IAT AND MODEL EXAMINATION

Instruction for Conduct of Exam

1. Overall responsibility is rested in the hands of the Principal for the smooth conduct of the Internal and Model Examinations
2. Exam Cell coordinators are responsible to collect the question paper form the Principal and take necessary photo copy with high degree of confidentiality.
3. Prepare the hall plan and well in advance before commencement of examinations
4. Display the hall plan prominently in front of the department, notice boards and individual halls.
5. Appoint the Hall Superintendents based on the strength in a hall.
6. Avoid appointing staff as hall Invigilator for his / her subjects of examination on a particular date.
7. Make arrangements to provide water to the students inside the halls
8. Make arrangements to provide tea for the invigilators.
9. Advise the students to bring their own hand books / data books / statistical tables (if applicable).

Instruction for the Hall Invigilators



- examination with their answer scripts, additional sheets
2. Collect the question paper from the exam cell and distribute the question paper 5 min before the start of the exam as per the hall plan..
 3. Collect the required number of answer sheet from the exam cell
 4. Students should be inside the hall for complete exam duration. Students have to sit and write the examination till the completion of the 3 hrs. They are permitted to leave the hall only after the final bell.
 5. Make sure that the students hand over the paper properly to the Invigilators
 6. Usages of cell phone are strictly prohibited. If anyone found with cell phone will be viewed severely.
 7. Hall Invigilators should vigil and should come round and not to sit in the hall.
 8. Verify all the students particulars carefully
 9. Must get the signature of the students in the attendance sheet for the entire hall. Complete the process within 30 Minutes from the start of the exam and hand it over to the exam cell.
 10. Collected answer scripts should be arranged in subject wise, register number wise and hand over to the exam cell.
 11. Return the unused answer sheets to the exam cell

Item 2: Instruction for Correction of Answer Scripts

Major Objectives

1. Fair Valuation
2. Uniformity in Valuation among all examiners
3. Consistency in Valuation among all the answer scripts valued by an examiner.

1. Role of the CoE

- 1.1. Is fully responsible for all safe custody of all the answer scripts and other related materials received from the exam cell.
- 1.2. He has to co-ordinate with the exam cell to get the valuation related materials like copies of question papers and keys, Despatch register and etc.,
- 1.3. All Head of the Department is the Head of their Valuation board.
- 1.4. He has to Co-ordinate with the Head of Valuation Board / VAT and the examiners.
- 1.5. Distribute the Answer scripts to the respective Head of the Valuation Board and receive the same after valuation

days from the issue of the answer bundles

1.7. Sufficient Security arrangements shall be made for safe custody of Answer scripts and other related materials during all the days of valuation.

2. Main Duties of the Valuation Board Head (HODs)

- 2.1. To maintain the records and monitor the examiners under his / her Control.
- 2.2. To ensure that the valuation is carried out with the keys/Scheme of valuation.
- 2.3. To monitor the quality of valuation by checking the answer scripts valued by the examiners at random and guide them regularly.

3. Main duties of the Examiners

- 3.1. To Value the answer scripts assigned to him / her fairly and correctly by going through entire answer script carefully.
- 3.2. To follow the instructions given by the Board Head / members of valuation Audit Team.
- 3.3. To bring it to the notice of the Head of valuation Board
 - a) Any appeal / irrelevant writing made by the candidate.
 - b) Any mix up in the subject / subject code of answer scripts.
 - c) Whenever a sign / evidence of malpractice is noticed in the answer script.
- 3.4. He / she have to study the keys to get familiarization prior to valuation.
- 3.5. To collect the answer script packets and hand over the same to him after valuation to the Exam Cell / Head of Valuation Board.
- 3.6. To return the keys / schemes of question papers after valuation.
- 3.7. The examiners have to pay full attention during valuation without distraction.
- 3.8. Keys have to be considered mainly as guidelines. Alternative methods / answer not covered in the keys also have to be considered for awarding marks in consultation with the Head of valuation Board.
- 3.9. The examiner should not alter the marks awarded to the candidate after fair and correct valuation.
- 3.10. The examiners have to ensure that he / she
 - (i) Has valued all the answers written by the Candidate by going through all the pages of answer sheet.
 - (ii) Has marked '-----' in the evaluation sheet if no answer is available.



- (iv) Has made the correction inside the answer sheet.

4. Valuation Error and Submission of Marks:

- (i) The corrected answer scripts shall be given back to students for self-review with three days from the date of examination concerned.
- (ii) Revaluation and re-totalling may be permitted at the request of students.
- (iii) If the error occurs in the totalling. On proper intimation to the concern HoD's the correction in totalling can be carried out. However, if the totalling mistake exceeds in more than 5 answer booklets in a bundle, it should be informed to the concern valuated / corrected faculty through their Principals and an explanation need to be sought for the negligence of duty from that faculty and recorded.
- (iv) Parent college faculty members are permitted to re-corrected / revaluated the answer booklets in an answer bundle. However, this is restricted to a maximum of 5 answer booklets in a bundle. If genuinely the correction exceeds / requires in more than 5 answer booklets. Then, the corrected / valuated faculty need to be intimated and that particular faculty should come to the parent college for revaluation / re-correction.
- (v) Strict warning need to be given to such evasion faculty in initial phase. If it happens again to the same faculty, he / she will be served a memo from the Principal.
- (vi) Submission of marks in the prescribed format shall be submitted to the HoD and Principal within three days from the conduct of examination concerned. No moderation shall be allowed.

5. Valuation Audit Team (VAT)

A Valuation Audit Team will be sent by the CoE/ senior faculty members for each college as and when required, to monitor the quality of valuation by checking the valued answer scripts during the valuation.




Examination Committee/CoE

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