






MAILAM ENGINEERING COLLEGE

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and
Accredited by National Board of Accreditation (NBA) & TATA Consultancy Services (TCS)

EXAMINATION POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
MEC/IQAC/POLICY/005	01/01	15/04/2021	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
EXAMINATION COORDINATOR	IQAC COORDINATOR	PRINCIPAL

Principal
Mailam Engineering College,
Mailam - 604 304.



MAILAM ENGINEERING COLLEGE

Mailam (Po), Tindivanam (Tk.), Villupuram (Dt.) Pin: 604 304

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STANDARD OPERATING PROCEDURE FOR CONDUCTING INTERNAL ASSESSMENT

1. Academic Schedule

- With reference to academic schedule, the internal examinations are planned and conducted through COE of exam cell.
- Preparation of tentative exam schedule as per the academic schedule of MEC.

2. Circular

- A Circular is sent to all departments through Exam cell and mentioning the dates of Internal Examination.
- The circular insists preparation for question paper of Internal Examinations.
- The same is followed by each department and prepare the individual time-table to the respective department which is displayed on the notice boards.

3. Question Paper Setting:

- The respective subject teachers set their Question Papers and submit to the COE through HOD as mention date in circular.
- Preparation of Question Paper is as per the bloom's taxonomy.

4. Requirements

- Arrangements are made demanding to the number of required copies of question paper.
- All the necessary steps are taken to take print out the question paper.
- Arrangements of answer scripts were made.

5. Hall identification and Intimation to all HODs & Exam cell coordinators.

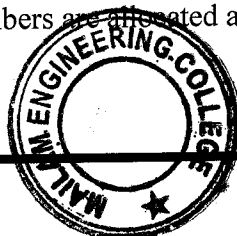
- Arrangement of examination halls and intimation to the HoD is made for necessary arrangements.
- Preparation of seating plan and attendance sheets.
- Students will be informed the same on the previous day of the examinations through subject in charge.

6. Allotment of Department wise Invigilators

- Invigilators are selected based on the need and are circulated to their respective staff members through timetable.

7. Squad allocation

- Senior faculty members are allocated as squad members for internal examination.





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8. Classroom boards cleaning

- The classroom board cleaning duty is assigned to non-Teaching staff before examinations.

9. Distribution of Question Papers to halls

- The invigilators on the day of Examination carry question papers along with them to the examination hall.

10. Attendance sheet

- Attendance sheet statements are arranged on the daily basis.
- Student name list is circulated to the all-examinations hall to get in formation of the strength of the students.

11. Collection and Submission of answer scripts from invigilators to Subject Teachers

- Subject wise answer scripts will be collected from invigilators.
- The same will be handed over to the respective subject teachers

12. Evaluation & Submission

- Result Analysis prepared based on the collection of the marks statements from the subject teachers.
- Absentees should be marked in the mark's statements.
- Result analysis meeting will be conducted through HOD.

13. Queries and grievance

- Receiving queries, total mistakes in answer scripts, any doubts regarding evaluation of answer should be rectified within 2 days by the respective staff members and same should be communicated to students.

14. Retest

- A Retest will be conducted for the absentees with valid reason by submitting proper documents.

15. Assignment

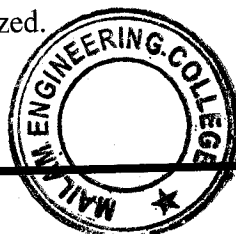
- Assignment will be given by subject staff members for the slow learners.

16. Web portal marks

- Internal assessment marks will be uploaded based on the internal examination.

17. Web portal Report

- The report generated from web portal is circulated to the faculty members to verify the same and it is finalized.





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STANDARD OPERATING PROCEDURE FOR EXAMINATION GRIEVANCE REDRESSAL

A well-organized and active Internal Examination Grievance Cell at Mailam Engineering College relates students and faculty in the continuous assessment process. The purpose of the exam cell is to investigate and assess the legitimacy of any complaints made by students. Anyone with a legitimate complaint may come in person to the department exam cell coordinator and submit it after consulting with the department head and principal.

Objective

In order to maintain an optimistic atmosphere for learning in the institute, the Grievance Cell's goal is to foster a responsive and accountable attitude among all stakeholders.

Scope

The cell focuses on grievances submitted in writing by students regarding the prompt correction of errors on mark sheets and the web portal, as well as any other issues relating to internal assessments and university exams.

Functions

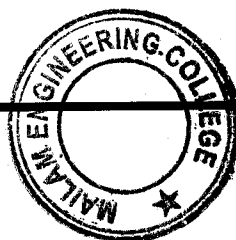
- As soon as the student grievances are received in writing, the cases will be promptly handled.
- The cell will officially examine each case and take action in accordance with the organization's policy

Procedure for lodging complaint:

- The students are permitted to file a complaint verbally, in writing, or using the format provided in the department examination cell.
- The exam Cell will take action on the cases that have been submitted with the required paperwork.
- The Grievance Cell will ensure that the complaint has been properly resolved within the cell's specified time frame.

Exam Related Grievance

- Helping students resolve complaints about university exam forms
- Faculty address major issues like not being able to find subjects from the backlog while filling out an online exam form, not being able to find the elective subject of the student's choice, overlapping exam dates, date extensions due to server failure, or subject





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switching by bringing these concerns to the attention of university officials and providing feedback to the students.

- Advice for students regarding the timing and format of university exams, Specific complaints are addressed as needed.

Guidance to the students about university exam results

The CoE promptly addresses complaints regarding issues with the submission of examination forms and requests regarding errors in name, course name, and programme name on hall passes and mark sheets.

Guidance to the students about rechecking and re-evaluation process:

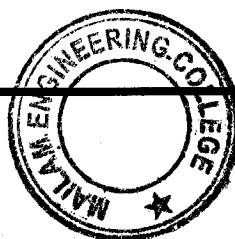
- Students are guided by faculty members regarding the process/timetable of the rechecking and re-evaluation process. The university offers photocopies of the answer sheets in accordance with its procedures. Students bring this copy to the concerned teacher, who reviews it and determines whether the answers need to be revised, rechecked, or reevaluated.
- The procedure for handling complaints related to exams is open, precise, and effective.
- In our institution, the various examination-related task such as reviewing the exam schedule, posting it, noting student complaints and effectively resolving them, assisting students with various exam-related tasks, etc are carried out methodically, punctually, and effectively.
- Display of all exam-related notices in a timely manner

The following is the order of the activities for theory exams:

- The concerned department head and the department exam cell coordinator receive the university exam schedule from the exam cell.
- The coordinator for the concerned department's exam cell posts the schedule on the notice board.
- Any additional notices pertaining to university exams are sent to the department exam cell and posted that day.
- The final draught is sent right away for practical exams at universities. Students are informed of the exam schedule and it is displayed.

Guidance to the students about rechecking, copy viewing and re-evaluation process:

Faculty members and committee members inform the students of the steps taken or the timetable for the copy viewing and re-evaluation processes in accordance with Anna University's policies and procedures.





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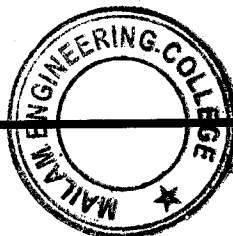
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Guidance to the students about Internal Exam

- Each semester's internal exams are held before the final university exams.
- The CoE will conduct meeting to all the department Exam cell coordinators is before accomplishing the schedule.
- Each class seating is arranged correctly.
- All necessary precautions are taken to prevent malpractices in the exam room.
- The faculty receives the answer sheet through the HOD.
- Keep an eye on the internal review procedure.
- To address the student's complaints about the internal exam.
- The prompt administration of retests for those in need in accordance with affiliated university guidelines.

Procedure for grievance redressal

- The department exam cell coordinator must be approached by students.
- The department exam cell coordinator must receive an application that is properly filled out and states the grievance.
- After reviewing the application, the department exam cell Coordinator will send it, with the department head's approval, to the Principal.
- Before returning it to the examination department, the Principal will carefully review it in consultation with the concerned faculty and make a comment on it.
- The students will receive notification after the necessary actions have been taken.
- The procedure is totally honest and transparent.

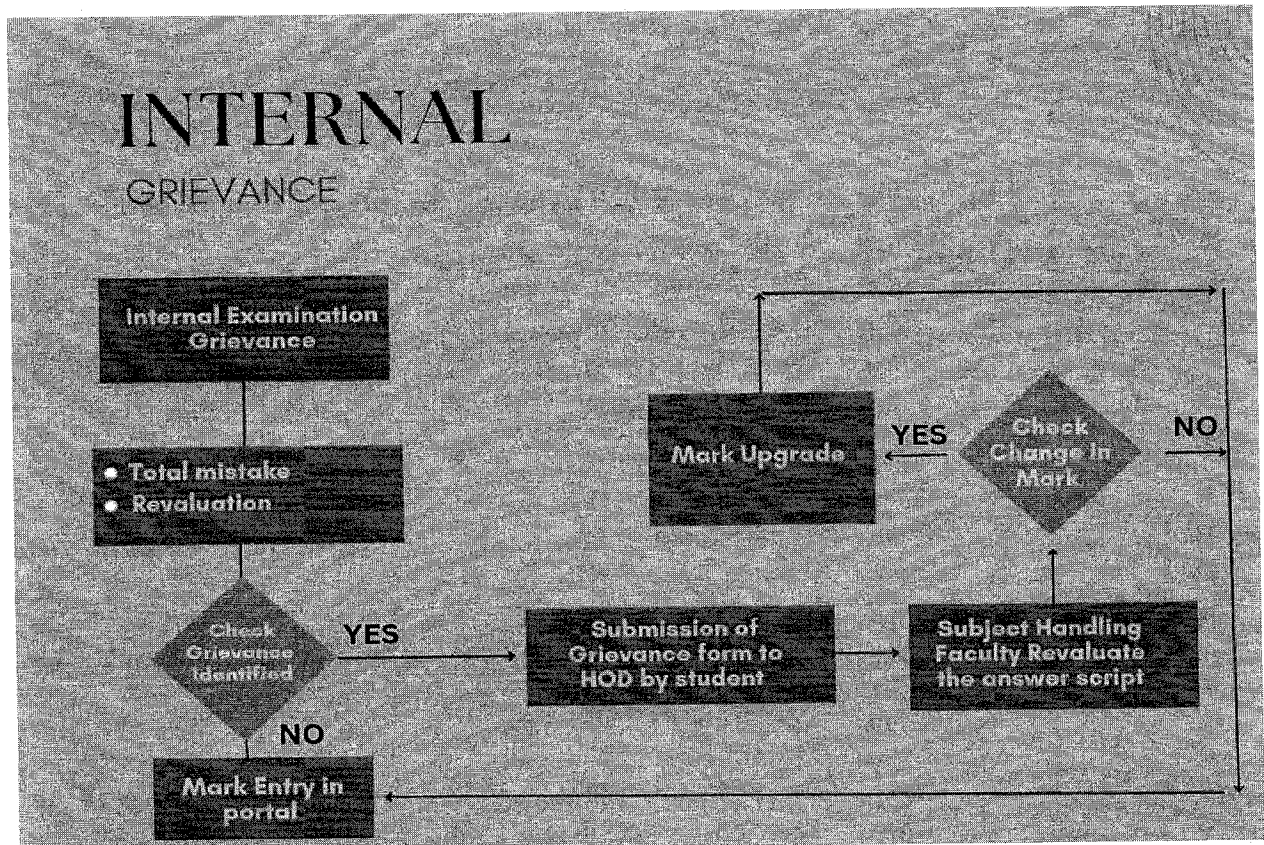




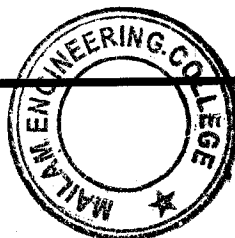
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INTERNAL GRIEVANCE PROCESS

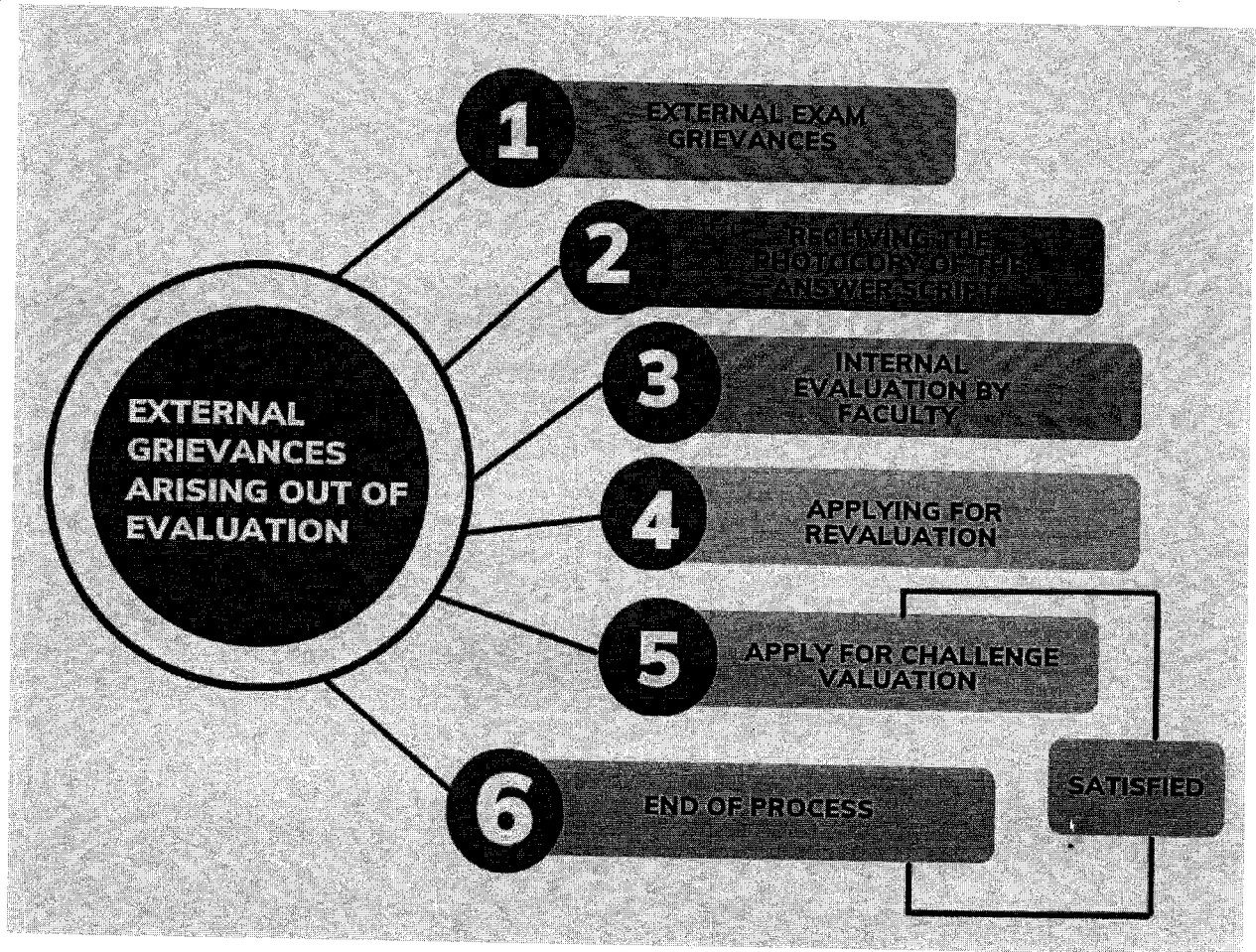




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EXTERNAL GRIEVANCE PROCESS

