

Examination Committee

Annual Report 2020-21

Examination Committee is a body which is authorized to conduct the Internal Assessment Tests in a centralized manner and the Semester End Examinations as per the University guidelines. The main objective of the committee is to safeguard the quality of both internal and external examinations in line with the regulations specified by the University. Following are the members of the Committee for the Academic Year 2020-21.

Role	Name
Chairperson	Mr. Sathisha, Dean(Examinations)
Coordinators	Dr. Anthoni Praveen Menezes, Dept. of Physics
	Mr. Guruprasad A M, Dept. of Chemistry
	Ms. Rashmi Praveen, Dept. of Mathematics
	Mr. Praneeth H R, Dept. of AE
	Mr. Guru Prasad, Dept. of CSE
	Mr. Sandeep Kumar S, Dept. of CSE
	Dr. Jayaprakash M C, Dept. of CE
	Ms. Sahana Devali, Dept. of ECE
	Mr. Sanjeevi Kumar P, Dept. of ECE
	Mr. Rajesh N Kamath, Dept. of ISE
	Mr. Sridhar D R, Dept. of ME
	Mr. Purandara Naik, Dept. of ME
	Ms. Ashwini T P, Dept. of Mechatronics

Activities of 2020-21 Odd Semester:

A. Examination Committee meeting:

The first meeting of the committee for the Academic Year 2020-21 was held on 08/10/2020. The agenda was to discuss about the arrangements to be made for the conduction of proctored IA test. Following are the outcomes of the meeting:

- It was decided to conduct the first IA test of III, V & VII semester courses on 16th, 17th and 19th of October 2020 in online (proctored) mode.

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- Discussed and decided to conduct the proctored test using Google meet and Google classroom.
- The instructions to be followed by the students and the faculty during the proctored test are discussed and finalized.
- The IA coordinators are instructed to make the necessary arrangements.
- Informed the committee members to send all the CIE/SEE related circulars to the students through their class advisors/mentors.
- Also decided to send all the information related to examinations to the faculty through email.

B. Continuous Internal Evaluation (CIE): The first two IA tests of 3rd, 5th & 7th semester courses are conducted through online in proctored mode. Third IA test of 3rd, 5th & 7th semester courses and all the tests of 1st semester courses are conducted in offline mode with distributed schedule by following the COVID 19 protocols. The CIE of theory course is done based on the marks scored by the students in three IA tests and five assignments conducted throughout the semester. For the laboratory course, the CIE is done based on the evaluation of laboratory report submitted and a test conducted at the end of the semester.

C. Semester End Examination (SEE): The SEE of both theory and practical courses are conducted as per the guidelines and the time table notified by the affiliating University. The SEE is conducted by adhering to the **Standard Operating Procedures (SOPs)** notified by the University and the Government.

Activities of 2020-21 Even Semester:

A. Examination Committee meeting:

The second meeting of the committee for the Academic Year 2020-21 was held on 20/05/2021. The agenda was to discuss the arrangements to be made for the conduction of IA tests and other matters related to the examinations.

- In the meeting, it was decided to conduct the first IA test of 4th, 6th and 8th semester courses on 28th, 29th and 31st of May 2021.

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- Informed the members to share the instructions to be followed during the proctored test with the students and faculty.
- The duties and responsibilities are assigned to the IA coordinators to conduct the IA test.
- Instructed the members to ensure that all IA test and SEE related circulars/instructions are communicated to the students through class advisors/mentors on time.

B. Continuous Internal Evaluation (CIE): The CIE marks of theory courses are awarded based on the marks scored by the students on three IA tests and five assignments conducted throughout the semester in online (proctored) mode. For the practical course, the CIE is done based on the weekly evaluation of experiment conduction and the viva-voce conducted online after the demonstration of all the experiments.

C. Semester End Examination (SEE): Keeping in view the prevailing situation due to **COVID-19**, the University issued special regulations with regard to SEE. The following are the few **important regulations** which are followed and also communicated to all the stakeholders.

- All examinations of current terminal semesters of UG and PG programs, except subjects involving Viva Voce examinations, are conducted in off-line (pen and paper) mode with question papers having open choice.
- Examinations of Project work are conducted through online mode, with both internal and external examiners from the same college.
- The UG and PG students of current intermediate semesters are assessed based on UGC guidelines considering their CIE marks and performance in the immediate previous semester.
- The Grades of their subjects are the sum of 50% marks on the basis of CIE and the remaining 50% marks on the basis of performance in immediate previous semester.
- The backlog examinations of all subjects of UG and PG programs are also conducted in offline mode with question papers having open choice.
- The SEE is conducted by adhering to the **Standard Operating Procedures (SOPs)** notified by the University and the Government.

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