Er.Perumal Manimekalai College of Engineering, Hosur

(An Autonomous Institutions)

Examinations Reform Policy

As per Guidance of **AICTE**
Examinations Reform Policy, Nov 2018

Controller of Examinations

Examination Reforms implemented during the last 3 Years:

Office of the Controller of Examinations has taken several initiatives to ensure fair and transparent End Semester Examination.

All precautions are being taken to minimize any error during Question Paper-setting, External Review, printing of question paper, conduct of examination, collection of answer books, dummy number allotment, central valuation and posting of marks on the answer books, award lists, result processing, declaration and Issue of statements of grades, various certificates including the degree certificates. High level of confidentiality is maintained during the entire examination process.

The Institution has initiated the following Examination Related Reforms:

- Implement 90% automation of examination management system (EMS) at PMC Tech.

- All examination processes including pre-exam processes and post examination processes (such as result processing, publication and secure generation of grade sheets) are completely automated.

- Central Valuation Centre for Valuation of Answer Books at PMC Tech Campus.

- Integration of IT in all examination processes.

- The application server, the database server and the backup server reside at the PMC Tech. The users of the system can avail the services by connecting to the servers at PMC Tech. through the e-Governance portal provided for this purpose.

- Moderation of Answer Books after completion of Evaluation Process by Result Passing Board members for final approval.

- Results are published online, available to view online through the Institution Website.

- Availability of examination schedule and results on the Institution Website.

- Issue of Hall ticket with photograph and printed examination schedule with seat number and hall number.

- Same day selection (among multiple sets of question paper) and approval for opening of question paper by the COE.

- The institution provides printed internal assessment format as per the internal assessment criteria to ensure fair continuous internal assessments.

- Revaluation facility is available for students to eliminate any error in evaluation and result processing.

- Various reforms at the administrative level to ensure speedy processing of examination steps, complaints, correspondence, and issue of various certificates.

- Strict vigilance and penal measures are taken to curb Lapses and Malpractices in theory and practical examinations.

- Addition of security features, i.e. Water mark, invisible logo, hologram, etc. in the statement of marks/grade and the consolidated grade sheet.

- Online courses registration process for every semester.

- Online Examination fee payment through the institution's portal.

- Seating arrangement for internal assessment and End semester Examinations through Mobile Application.

- Publishing the Results through Mobile Application, in addition to Web based.

- System based Random Dummy no. Generation for the End semester Answer scripts.

- Evaluation patterns for practical courses were modified and implemented.

- Evaluation pattern for Professional skill courses and One Credit Courses were modified and done at the end of the semester.

- Industrial Experts are involved in Course Development and Handling of Courses.

- Introduced External Agency for conducting online end semester examination for all courses.

- Bloom's Model of Examination Reforms are introduced, which resulting into a major component of examination system.

- Fool Proof Security system is adopted by using CCTV Cameras and other electronic gadgets to rule out the chances of Question Paper Leakage.

- Quality Improvement Program (QIP) of UGC and AICTE is implemented for improvement in the Current Examination System as part of the Reform exercise.

- CBCS system of UGC is fully adopted as recommended by the UGC for Examination Reforms, with or without certain modification, wherever required.

- The Papers in controller's office are monitored with CCTV, access to room is biometrically monitored and electronic gadgets are banned inside the strong Room.

- Uniform System for evaluation of answer scripts and review of question papers are followed.

- Grievance handling and its Redressal mechanism is developed and Re-evaluation system is introduced selectively by the universities of State and Central Governments.

- Examination invigilation squad is appointed at the university level by making provisions in the university ordinances.

- Division of Examination workflow is introduced in three parts: Pre-Examination, During Examination and Post-Examination.