

EXAMINATION POLICY

of

Lakireddy Bali Reddy College of Engineering

(Autonomous)

Mylavaram – 521 230



Policy Statement

At LBRCE, the Examination policy deals with all examination functions such as planning, scheduling, notification, preparation, invigilation, evaluation, declaration of results and issue of certificates.

Administration

- The Examination section is headed by Controller of Examinations, assisted by Assistant controller of examinations, Assistant section officer and other examination staff.
- The Examination Executive Committee reviews all examinations conducted in a semester, including question paper review, checking random samples of answer scripts, analysis of results/grades awarded to ensure the sanctity of the examination system.

I-Conduct of Examination

i. Continuous Internal Evaluation

- The Examination section prepares the schedules for conduct of all Internal examinations.
- The Examination section notifies the examination schedules.
- The examination section must maintain strict and fair conduct of all internal examination in coordination with respective departments.
- All reported cases of malpractice in internal assessment tests are examined by a committee. Upon the recommendations of the committee, the principal initiates necessary action against the erring students.

ii. Semester End Examination

- The Examination section prepares the schedules for conduct of Semester-end examinations, both Theory & Practical.
- The Examination section notifies the examination schedules and fee payment details to all students.
- For the conduct of Practical Examinations, internal examiners are appointed by Head of the Department and external examiners are appointed by the Principal.
- In a Semester End Theory Examination, a set of standard question papers uniformly covering all portions of the syllabus is prepared by expert faculty, both internal and external.
- In all Theory Examinations, the question papers are prepared as per the Bloom's taxonomy.
- The examination section must maintain strict and fair conduct of all Semester-End examinations in a time bound manner.
- All invigilators are appointed by Controller of Examinations for all theory Semester end examinations.

- A student is eligible to appear in the semester end examinations only if he/she acquires a minimum of 75% of attendance in aggregate of all the courses. Condonation for shortage of attendance in aggregate up to 10% on medical grounds (65% and above and below 75%) in each semester may be granted by the college academic committee. No student shall be allowed to appear at semester end examinations with an attendance below 65% in all the courses.
- In Semester End Examinations, the question paper is selected out of 4 sets of question papers 1 hour prior to the commencement of examination.
- Senior Professors act as Examination Squad members to monitor the proceedings of the Semester End examinations and submit reports to the Controller of Examinations after the examination, including incidences of malpractice, if any.
- All reported cases of malpractice in internal assessment tests and semester end examinations are examined by a committee. Upon the recommendations of the committee, the principal initiates necessary action against the erring students.

II-Evaluation

- A central evaluation system is followed to check answer scripts of Semester End examinations in Theory courses by appointing a set of evaluators (external and internal evaluators and Chief examiners).
- The central evaluation system is governed by the following personnel appointed by the Principal.
 - Co-ordinator- Central Evaluation**
Controller of Examinations acts as the Coordinator of the spot valuation and is responsible for the smooth conduct of the evaluation process.
 - Chief Examiners-** A senior faculty (Professor / Associate Professor with 10 years of teaching experience) shall be appointed as chief examiner for each course.
 - Evaluators:** Evaluators are appointed from the panel of the experts with requisite teaching experience.
 - Scrutinizers:** Faculty from various departments are nominated to act as scrutinizers/tabulators.
 - There shall be supplementary examinations for students who wish to reappear in the course(s) failed or, not attempted.
 - Students who fail in the courses in VIII semester (theory/project work/CVV) can reappear in advanced supplementary examinations within one month after the declaration of the revaluation results.

- A student who wishes to verify the total marks obtained by him/her in any theory course in SEE can apply for recounting.
- A student who wishes to apply for revaluation of a theory course in SEE can submit an application, along with the prescribed fee as per the notification issued.
- A Grievances Redressal Committee shall look into student grievances with regard to the evaluation process.
- In order to support students with severe writing disability or physical disability, a scribe is appointed to record his verbal responses in handwriting.
- All answer scripts are preserved for a minimum period of 8 years from the date of evaluation.

III-Automation and Security system

- The entire section put under surveillance of CCTV cameras.
- RFID (Radio Frequency Identification) identification to prevent unauthorised entry.
- The answer scripts of the students are preserved in the safe custody of examination section strong room.
- End-End Examination processing using fully automated "i-Campus" autonomous examination information system software for student registration to the issue of grade cards, consolidated grade cards etc.
- Security features incorporated in the grade cards and consolidated grade cards to eliminate the chances of manipulation and fake certificates.

The institute seeks to continuously review and improve the examination Policy as adopted above and will commit to its implementation.