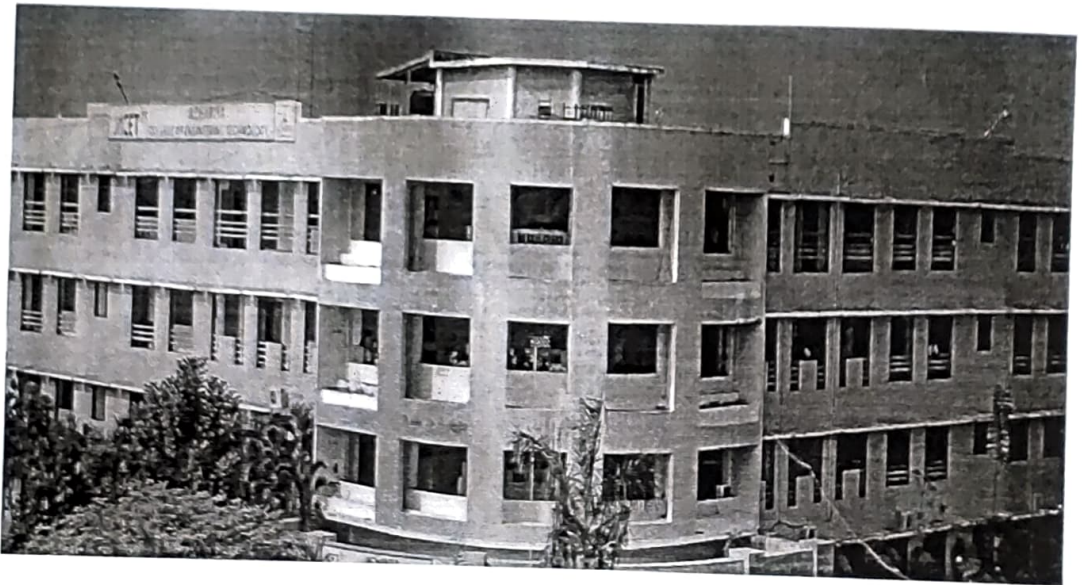




**ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY**
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution



EXAMINATION POLICY

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PONDICHERY UNIVERSITY

EXAMINATION POLICY

Introduction:

The Examination Cell of Acharya College of Engineering Technology operates in accordance with the established guidelines and standards set forth by the Pondicherry university. It is entrusted with the responsibility of organizing, conducting, and overseeing all aspects of examinations, both internal and external, within the college. This policy document outlines the objectives, functions, standard operating procedures, and the roles and responsibilities of the Examination Cell members.

Members of Examination Cell:

1. Chief Superintendent
2. Exam Cell Coordinator (EC)
3. Department Exam Cell Coordinators (DEC)

The Examination Cell members shall collaborate closely to fulfill their respective roles and responsibilities in ensuring the smooth and effective conduct of examinations within the engineering college.

Objective:

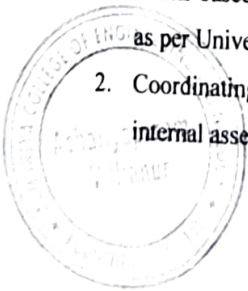
The primary objectives of the Examination Cell are as follows:

1. To ensure fair, transparent, and efficient conduct of examinations in compliance with university regulations and academic standards.
2. To facilitate the continuous assessment of students through periodic tests and model exams, thereby contributing to their overall academic growth.
3. To maintain accurate records of students' academic performance and internal assessment marks.
4. To uphold integrity and confidentiality throughout the examination process, preserving the sanctity of the evaluation system.

Functions:

The Examination Cell is responsible for performing the following functions:

1. Organizing and conducting Continuous Assessment Test 1 (CAT-1), Continuous Assessment Test 2 (CAT-2), and Model Exams to calculate internal assessment marks, consisting of 25 marks (20 marks based on the best performance in CAT-1 and CAT-2, and 5 marks allotted for attendance, as per University Curriculum).
2. Coordinating with Department Exam Cell Coordinators (DEC) to ensure the smooth conduct of internal assessments and examinations at the department level.



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3. Issuance of hall tickets to eligible students for appearing in university examinations, adhering strictly to university norms and eligibility criteria.
4. Arranging proper seating arrangements and facilities for conducting university examinations within the college premises, in accordance with the guidelines provided by the university.
5. Maintaining comprehensive records of examination schedules, attendance, question papers, answer scripts, and assessment results.
6. Handling any grievances, disputes, or irregularities related to examinations and assessment procedures in a timely and impartial manner.

Standard Operating Procedure (SOP):

The Examination Cell shall adhere to the following standard operating procedures:

1. Develop and publish a detailed examination schedule of Internal Examination well in advance, specifying the dates, timings, and venues for all examinations.
2. Ensure the confidentiality and security of examination materials, including question papers, answer scripts, and assessment records, at all times.
3. Conduct thorough scrutiny of student attendance records and eligibility criteria before issuing hall tickets for university examinations.
4. Implement strict measures to prevent malpractices, including cheating, impersonation during examinations.
5. Provide necessary support and guidance to students, faculty members, and staff involved in the examination process.
6. Regularly review and evaluate the effectiveness of examination procedures and make necessary improvements to enhance efficiency and transparency.

Power of Exam Cell Coordinator

The Exam Cell Coordinator is vested with powers to oversee and coordinate all examination-related activities within the college. This includes ensuring compliance with university regulations, resolving disputes, and communicating grievances to the university authorities.



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University Examination Pattern and Internal Assessment Guidelines

In accordance with Pondicherry University regulations, the theory and practical examinations at Acharya College of Engineering Technology are aligned to encompass continuous assessment throughout the semester, along with university examinations conducted at the end of the semester (November/December or April/May). The distribution of marks for internal assessment and attendance for theory and practical courses are as follows:

(a) Theory Courses:

In accordance with the guidelines set by Pondicherry University, the Internal Assessment marks of 25 for theory courses will be distributed as follows:

- The best of two scores from CAT-1, CAT-2, and the model exam will be considered for internal assessment, contributing to a total of 20 marks.

5 marks for class attendance in the particular subject.

Distribution of marks for attendance:

- 5 marks for 95% and above
- 4 marks for 90% and above but below 95%
- 3 marks for 85% and above but below 90%
- 2 marks for 80% and above but below 85%
- 1 mark for 75% and above but below 80%.

(b) Practical Courses:

For practical courses with a university practical examination of 50 marks, the internal assessment mark of 50 is distributed as follows:

- Regular laboratory exercises and records – 20 marks
- Internal practical test – 15 marks
- Internal viva-voce – 5 marks
- Attendance – 10 marks.

Distribution of marks for attendance:

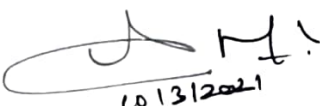

- 10 marks for 95% and above
- 8 marks for 90% and above but below 95%
- 6 marks for 85% and above but below 90%
- 4 marks for 80% and above but below 85%
- 2 marks for 75% and above but below 80%.




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Grievance Handling

The Exam Cell Coordinator addresses grievances raised by students regarding examination procedures, conducts impartial investigations, and communicates findings to the university through e-mail for appropriate action.

Verified by	Approved by
 10/3/2021 IQAC Coordinator	 PRINCIPAL ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY Achariyapuram, Villianur Puducherry. Principal




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