ATRIA INSTITUTE OF TECHNOLOGY
BENGALURU- 560 024

Semester End Examination Process

SEMESTER END EXAMINATION PROCESS

This Semester End Examination Process handbook establishes rules and regulations, policies, and procedures towards the conduction of Internal Assessment. It is expected that all faculty & staff members strictly adhere to the rules and regulations spelled out in this document. The Chairperson of the Committee reserves the right to change, modify or revoke the policies, rules, and regulations as and when necessary and apply their discretion in specific cases.

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EXAMINATION PROCESS

Atria Institute of Technology, Bangalore is an institute located in north Bangalore, affiliated to Visvesvaraya Technological University, Belagavi. The examination for the courses is conducted as per the guidelines of the VTU.

The evaluation process is carried out in two stages. Continuous Internal Evaluation (CIE) during the progress of the semester and Semester End Examination (SEE) conducted at the end of the semester.

Examination section is the whole in charge of conduction of examination and gets the award of the degree to the students by VTU.

CONTINUOUS INTERNAL EVALUATION:

CIE in case of theory courses shall consist of 2 parts, one part is cumulative evaluation of performance in tests conducted as per the academic calendar. The second part shall be evaluated by conducting a minimum of two activities and a maximum of three activities.

CIE in case of practical courses consists of a performance evaluation in each class, record writing and practical CIE.

SEMESTER END EXAMINATION:

SEE shall consist of a written examination conducted at the end of every semester and shall be based on the entire course contents in Odd/Even Sem. The mode of SEE and marks assigned shall be made known to the students by the department faculty at the beginning of the semester.

Generally Odd SEE is held between December to February and Even SEE is held between May to July.

A Student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range of S to E. Letter grade "F" in any course implies failure of the student in that Course and no credits are earned till he clears that course.

Eligibility to attend SEE:

- ➢ Attendance shall not be less than 85%
- ➢ CIE marks shall not be less than 40%

    A student not fulfilling one or both of the above criteria in a course shall be assigned F grade in that course and will have to re-register for that course.

PASSING STANDARDS:

A Student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range of S to E. Letter grade "F" in any course implies failure of the student in that Course and no credits are earned till he clears that course.

A Student who wants admission to the program shall submit the previous marks card(s) obtained till date to the college which will be later sent to VTU for verification. Once the documents are verified the students get the University Registration Number (USN).

Performance Evaluation:

The performance Evaluation is carried out seperatrly for each course in terms of letter grades, for all courses in a semester in terms of SGPA and for all semesters at a given point of time during the program, in terms of CGPA. The SGPA and CGPA are calculated as per VTU guidelines:

$$SGPA = \frac{\sum[(Course\ Credits)X\ (Grade\ Points)]for\ all\ courses\ in\ that\ semester}{\sum[(Course\ Credits)]for\ all\ courses\ in\ that\ semester\ excluding\ F\ grade}$$
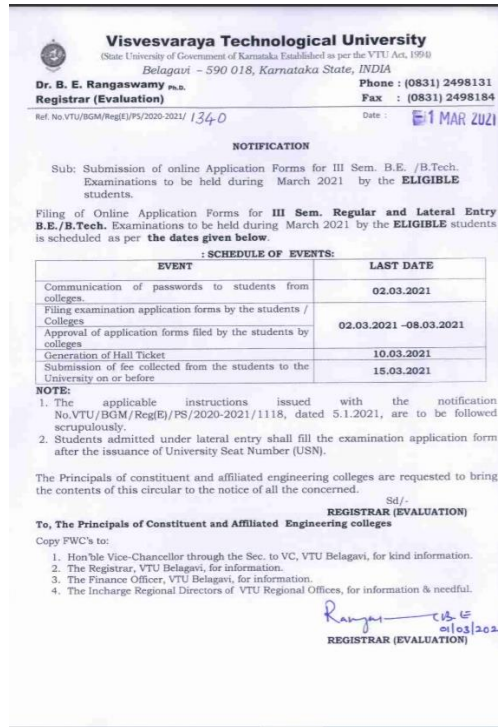
$$CGPA$$

$$= \frac{\sum[(Course\ Credits)X\ (Grade\ Points)]for\ all\ courses\ excluding\ those\ with\ F\ untill\ that\ semester}{\sum[(Course\ Credits)]for\ all\ courses\ excluding\ those\ with\ F\ until\ that\ semester}$$

How to apply for examination:

VTU issues a notification circular regarding applying of exams.

A Sample is attached   here below:

Students apply before the given date in the website: https://prexam.vtu.ac.in/VTUPrexam/College/index.php

Students get their hall tickets from the university and exam section after verification.

The time table for the examination will be announced by the University.

The Examination department will be headed by Dr. T. N. Sreenivasa, Principal of AIT who is the Chief Superintendent and Dr. Nalinakshi N, HOD of BSE is the Chair Person / Deputy Chief Superintendent along with the help of Examination committee formed, Mr. Narayanswamy M S & Mr. Vijay in charge of Exam Section.

There are a team of 6 other people who will help in the smooth conduction of exams.

The team will arrange the books along with the B form, allotment and layout given by the exam section. They will verify and pack it in respective bags with a detail information regarding the number of booklets issued to the room and their serial number, room number, invigilator name and the serial number of booklets returned from the room in an exam register. They also pack the booklets according to the A Form in different bags with the mention of Subject code and number of booklets in each bag.

The Question paper will be printed in the vigilance of Chief Superintendent, Internal & External DCS, Mr. Narayanaswamy MS & a team member of exams in the QPDS (Question Paper Delivery System) room. The details of the question paper count and the subject code, the time of entry and exit will be entered in the log register.

The faculty of AIT will be getting invigilation duty mail from the chief superintendent for which they have to report to the duty on those particular days.

RESULTS:

The results are announced on the VTU website: results.vtu.ac.in where the students can see the results once it is announced. They can later collect their marks sheet/grade cards from the examination section.

ATRIA INSTITUTE OF TECHNOLOGY
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Centralized Internal Assessment Process

CENTRALIZED INTERNAL ASSESSMENT PROCESS

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MECHANISM OF INTERNAL ASSESSMENT

- Schedule of dates for Continuous Internal Evaluation (CIE) / Internal Assessment Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of semester.

- Evaluation method comprises of Internal Assessment (CIE) held progressively during the semester and is designed to check and report the periodic performance of the student.

- All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets /copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring / academic audit.

- There is complete transparency in the internal assessment for each assessment method as described below.

  a. Model Answers and marking scheme is prepared by every subject teacher before valuation. Class Assessment Test:

  b. After Valuation, marks are displayed on dates mentioned in the academic calendar by faculty members.

  c. Assessment copies are shown to the students. Some questions have specific remarks of the valuator for awarding fewer marks.

ASSIGNMENTS:

Assignments questions are discussed with students. The students can submit two to three assignments.

Institute strictly adheres to the Continuous Internal Assessment (CIE) plan proposed either in academic calendar or course assessment plan. The sample copy of Institute and department calendar as shown in below where schedule of internal assessment, prelim exam, assignment test, other tool of internal assessment are scheduled

ATRIA INSTITUTE OF TECHNOLOGY
1st Main, Agb Colony, Anand Nagar, Bangalore- 560024
CALENDAR OF EVENTS ODD SEMESTER 2021-22
UG (B.E) - III, V & VII Semester

Wk. No.	Month	Week days							No. of Working days	Events
		MON	TUE	WED	THU	FRI	SAT	SUN		
1	Oct 2021	4	5	6	7	8	9	10	5	4th - Commencement of V & VII semester classes 5th - EEEE Day 6th - Mahalaya Amavasya 7th - Commencement of Bridge Course Program for 2021-22 batch UG students Animal Welfare Week 7th - 15th Oct - Navarathri week
2		11	12	13	14	15	16	17	4	13th - International Day for Disaster Reduction 14th - Avudha Pooja 15th - Vijayadhashami
3		18	19	20	21	22	23	24	3	18th - Commencement of III semester classes 19th - (Id-e-Milad) 20th - Maharshi Valmiki Jayanti
4		25	26	27	28	29	30	31	6	30th - Chanotics - Inter Department Quiz Competition
5	Nov - Dec 2021	1	2	3	4	5	6	7	3	1st - Kannada Rajyotsava 3rd - Naraka Chaturdashi 5th - Balipadyami 6th - Entrepreneurship Day
6		8	9	10	11	12	13	14	5	8th, 9th and 10th - First IA for V and VII semester BE 12th & 13th - Symposium
7		15	16	17	18	19	20	21	6	20th - PTM of V & VII sem students 20th - Graduation Day
8		22	23	24	25	26	27	28	4	22nd - Kanakadasa Jayanthi
9		29	30	1	2	3	4	5	6	2nd, 3rd and 4th - I IA for III semester BE 2nd - National Pollution Control Day
10	Dec - Jan 2021 - 2022	6	7	8	9	10	11	12	5	11th - PTM of III sem students 10th - Human rights day
11		13	14	15	16	17	18	19	6	13th, 14th and 15th - II IA for V and VII semester BE 18th - Alumni Meet
12		20	21	22	23	24	25	26	5	22nd - National Mathematics Day 23rd - Technical Fest 25th - Christmas Day
13		27	28	29	30	31	1	2	6	1st - New Year 2022
14	Jan - Feb 2022	3	4	5	6	7	8	9	5	SEMINARS/CONFERENCES/WORKSHOPS MONTH 3rd, 4th and 5th - II IA for III semester BE 6th - National Technology Day
15		10	11	12	13	14	15	16	5	11th - National Human Trafficking Day, National Road Safety Day 14th - Makara Sankranthi
16		17	18	19	20	21	22	23	6	20th, 21st and 22nd - III IA for V and VII semester BE
17		24	25	26	27	28	29	30	5	24th to 31st - Lab internals 26th - Republic Day
18		31						6	1	31st - Last Working Day (V & VII sem BE)
	Total Days for V & VII sem	10	10	13	10	14	11		80	Total Working Days - 87 Days for V and VII Semester
18	Feb 2022	31	1	2	3	4	5	6	0	6th - Hostel Day 4th - World Cancer Day
19		7	8	9	10	11	12	13	5	7th, 8th and 9th - III IA for III semester BE 10th to 18th - Lab internals
20		14	15	16	17	18	19	20	6	19th - Last Working Day (III sem BE)
	Total Days for III sem	17	17	15	18	16	11		94	Total Working Days - 94 Days for III Semester

Working Days	Theory Internal Assessments		Events / Activities		Laboratory Internals & practice		Holidays
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IMPORTANT DATES

TERM COMMENCEMENT	THEORY EXAM	PRACTICAL EXAM
4th Oct 2021 (Monday) - V and VII Semester BE 18th Oct 2021 (Monday) - III Semester BE	11th Feb 2022 to 25th March 2022 - V and VII semester exams 7th March 2022 to 25th March 2022 - III semester exams	1st Feb 2022 to 10th Feb 2022 - V and VII semester exams 21st Feb 2022 to 4th March 2022 - III semester exams

Note : (1) Laboratory internals has to be conducted department wise between 24th to 31st Jan 2022 for V and VII semester, between 10th to 18th Feb 2022 for III Semester
(2) In order to compensate and make it uniform the number of working days 11th November 2021, Thursday shall be followed with Wednesdays' timetable.

EVALUATION PARAMETERS AND WEIGHTAGE

i) **3 sets of question papers are set for maintaining secrecy and transparency**

Quality of question papers are monitored by the three senior members of the Centralized IA Committee.

Individual faculty members set the question papers for their respective courses they are teaching based on the common guidelines given by the department. The papers are submitted to Centralized IA Committee through the IA Coordinators from the respective departments in order to assure the quality of the question paper.

The quality of question paper is checked on the basis of:
- ✓ Framing of questions according to COs.
- ✓ Use of Blooms Taxonomy for framing the questions
- ✓ Mentioning of COs and Cognitive levels
- ✓ Framing of new questions on the concepts.

Question paper quality for the above - mentioned factors are checked and commented from the assigned scrutinizers from the respective departments.

The question papers that require modifications are returned to the respective course in-charge to make the necessary modifications and submit a modified copy of the question paper.

The Centralized IA committee in-charge will discuss with the Head of Institutions and choose the Question Paper from the Set of 3 QPs, and the Approved Question paper will be printed in the Examination Section.

The process is shown in the following flowchart

```
┌─────────────────────────┐                    ┌─────────────────────────┐
│  Format of University / │                    │  Course Outcomes (COs)  │
│        Institute        │                    │                         │
│                         │                    │    Bloom's Taxonomy     │
└─────────────────────────┘                    └─────────────────────────┘
```

Follow   *Refer*   *Refer*

```
        ┌─────────────────────────────┐
        │  Course Teacher set / Modify │
        │    paper and submit to IA    │
        │   Committee Chair Person     │
        └─────────────────────────────┘
```

Corrections   *Approved*

```
        ┌─────────────────────────────┐
        │       Scrutinizes the QP's   │
        └─────────────────────────────┘
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        ┌─────────────────────────────┐
        │  Select the Best out of three│
        │        sets and Print        │
        └─────────────────────────────┘
```
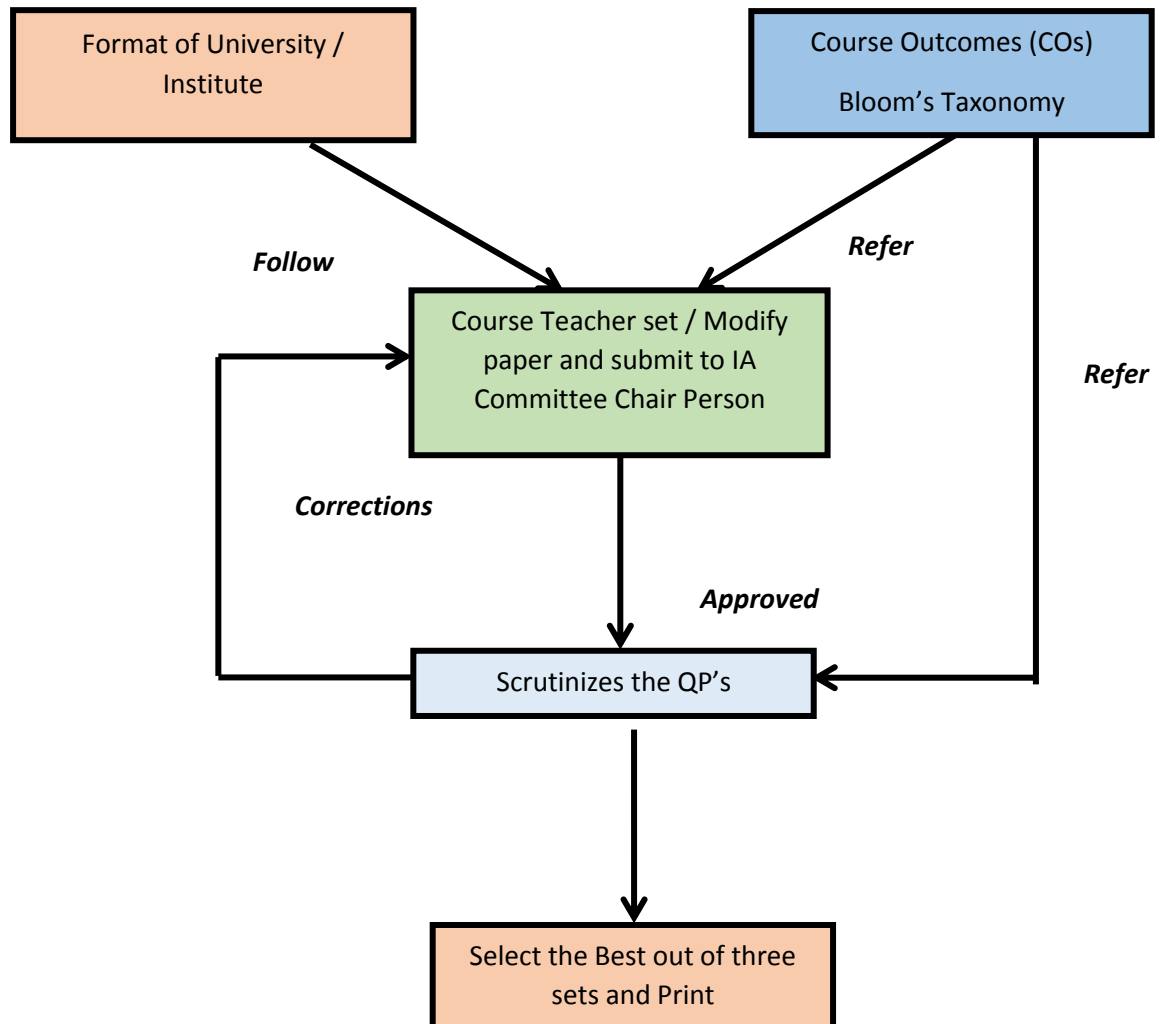
Screen Shot of inviting scrutinizers verify the QPs

Invitation to attend Question Paper Scrutinization Inbox ×

Dr. Nalinakshi N <centralizedia@atria.edu>
to mechhod ▾

Sun, Nov 28, 6:31 PM (4 days ago)

Dear Dr.M.S.Rajendra Kumar,

You are invited and hereby informed to be the Question paper scrutinizer of 3rd semester I Intenal Assessment for the below mentioned subject and attend the same.

Subject Name : "Mechanics of Materials, Basic Thermodynamics, Material Science & Metal Casting & Welding"
Subject code : "18ME32, 18ME33, 18ME34 & 18ME35B"

Venue : "Exam Section"
Date : **29.11.2021**
Time : **11:00 AM to 12:00 PM**

Regards,

Dr. Nalinakshi N
Prof. & Head,
Dept. of Basic Science Engg. & Humanities

ii.   *Conduction*

The Internal Assessments test are conducted at institute level strictly as per university examination pattern. The remaining Internal Evaluations are conducted as per the Course outcome assessment plan. The central conduction team is responsible for following activities;

➢ Preparing and displaying time table for all classes of all programs.
➢ Planning of seating arrangement for all students of all programs.
➢ Collection of final question papers from departments and making multiple sets as per requirement.
➢ Strict vigilance is maintained during examination to avoid copying.

iii.   Assessment:

The process of evaluation will be discussed in the class before commencement of the test/exam and is shown in the figure