

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient at SMVITM

Examination- Internal and External

The conduction of internal examinations is mandatory as per the university guidelines and are to be conducted at regular intervals of time during the semester to continuously evaluate the teaching-learning activity.

Conduction of IA tests

Initial planning:

Academic calendar sets dates for internal assessment tests.

Faculty adjust portion plans accordingly and informed to students well in advance

Timetable Preparation:

Examination Management coordinator in consultant with HODs drafted the IA test timetable.

Timetable disseminated to faculty and students by displacing in notice board/ WhatsApp/Email

Seating Arrangements:

Coordinator organizes seating and posts it on notice board,

Invigilation Duties:

Faculty assigned invigilation tasks.

Test Day Protocol:

Invigilators arrive 10 minutes early to collect Internal assessment Book

Students enter hall at least 5 minutes before test.

Question papers distributed after first bell.

Answer Book Collection:

Invigilators gather answer books post-test.

Books sorted by USN/Roll Nos and returned to the EMS Coordinator.

Evaluation Process:

Examination cell distributes answer books to respective faculty.

Faculty corrects books and addresses student queries.

Management Information System (MIS) Entry:

Faculty input test marks into institute MIS.

Performance Review:

Overall student performance assessed.

Poor performers identified for further action.

Conducting Class committee meeting for solving any hardles.

Guidance for Improvement:

TG/FA notified of poor performance.

Guidance provided to struggling students.

Mark List Preparation:

Mark lists compiled and displayed for student reference.

Evaluated answer scripts returned promptly.

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This structured approach ensures the efficient conduct of internal assessment tests, transparent evaluation, and proactive support for student success.

Guidelines for IA-QP setting and selection

For technical courses

Faculty members handling the theory course are required to prepare two sets of QPs as per the IA QP template. Hard copies of the QPs to be submitted to the respective Head of the Department one week before the commencement of the IA test.

HoD along with the program coordinator and module coordinator/senior faculty member shall scrutinize the quality of the QP and approve the same, if the QP is designed as per the pattern specified by the IQAC.

HoD shall select one QP from the scrutinized QPs for each course on the previous day of IA test, send the selected QP to the EMS coordinator to print the required number of copies of the QP.

For open electives

Teaching department HoD along with the program coordinator and module coordinator/senior faculty member shall scrutinize the quality of the QP.

Teaching department HoD has to select one QP from the scrutinized QPs on the previous day of IA test, send the selected QP to the HoD/EMS coordinator of the course opted department to print the required number of copies of the QP.

For II year mathematics

Mathematics department HoD along with the senior faculty member shall scrutinize the quality of the QP.

Mathematics department HoD has to select one QP from the scrutinized QPs on the previous day of IA test, send the selected QP to the HoD/EMS coordinator of the technical departments to print the required number of copies of the QP.

For first year courses

Teaching department (Technical departments. Mathematics, Physics and Chemistry) HoD along with the program coordinator, module coordinator/senior faculty member shall scrutinize the quality of the QP.

Teaching department HoD has to select one QP from the scrutinized QPs on the previous day of IA test, send the selected QP to the First year coordinator/EMS coordinator to print the required number of copies of the QP.

For the selected QPs faculty members shall prepare the scheme of evaluation.

About Lab subjects Evaluation

Student's performance in the lab sessions can be measured in the following ways.

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- Conduction of laboratory experiments.
- Maintenance of Record books.
- Lab Internal Examinations.

For the Lab Internal examinations, the faculty shall create the question paper similar to the one provided in the university examinations and conducted in the same manner as the university examinations. The schedule for the internal practical examinations is decided by the faculty handling the courses. The departmental EMS shall ensure that the internal tests are conducted by the faculty in time and the marks are allocated and final internal marks are displayed on the notice boards. The faculty handling the course shall monitor the performance of all the students in the particular batch of the course and shall ensure that students perform well in the exams and learn the subject.

About Seminar Evaluation

The students are required to be present a seminar and the schedule is decided by the seminar coordinators as per the convenience of the students. Individual students can book their slots on days and present their seminars.

The Seminar coordinators can decide on changes in the schedule of individual students. HOD/EMS coordinators shall ensure that all the students have completed their seminar tasks and their final marks are displayed on the notice boards along with other subjects.

The Seminars are evaluated by the Seminar coordinators, Project Guide and other faculty and the average of the marks allotted is considered as the final internal marks for the seminar. There is no university examination for the seminars.

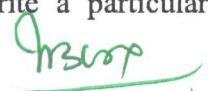
External Examinations

The Principal shall be the Chief Superintendent for all the external examinations. The Chief Superintendent (CS) shall appoint the HODs or senior Professors of the college as the Deputy Chief Superintendent [DCS] for the conduction of external examinations also called as university examinations. The faculty members of the college act as the Room Superintendent (RS). The DCS shall assist the Chief Superintendent in identifying suitable persons for appointing RS, the Relieving Room Superintendent (RRS). The University appoints faculty from another college as the External Deputy Chief Superintendent (EDCS) to ensure the neutrality of the examination activity. Apart from these officials, the University appoints Flying Squad (FS) teams to visit various colleges during the times of examinations to monitor the process of examinations.

Theory Examinations

Examinations conducted by the university which the students will write answers in the university supplied booklets are called Theory Examinations. The students who are all eligible to write a particular examination are allowed by the university upon the proper application process.

Procedure to conduct theory examinations



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The CS shall take the list of all the students for the various examinations available from the university examination portal and shall prepare a roomwise seating allotment. This seating arrangement shall be displayed on the day of the examination.

The appointed RS shall be present 45 minutes before the start of the examination and collect the answer booklets for the examination and open the examination room in his presence. The seating arrangement should be displayed near the examination room so that the students can take their allotted seats.

The student is not supposed to carry any material other than those required for the examination and if found violating these rules, it could lead to booking of malpractice. The students are not allowed to carry any of the eatables, electronic gadgets and have to maintain the silence at all times except in case of clearing of some valid doubts in the question paper or to seek water, etc.

The RS shall not carry with him mobile phones, novels or other materials and has to keep strict vigil on the students so that no discrepancy takes place during the examination time. RS is responsible for conducting the examination in his/her allotted room/block.

The students shall take their seats 30 minutes before the start of the examination and remain seated in their respective seats until the completion of their examination. The RS shall issue the answer booklets a few minutes before the start time of the examination so that the students shall fill all the mandatory information on the answer booklet and ensure the QR code is available in all pages.

The RS shall verify the details entered by the students and enter the issued booklet numbers in the Form-B and take the signature of the student for authentication. The RS shall sign the answer booklet for authenticating the same. The RS shall mark the absentee students.

The DCS/EDCS shall supervise the activities in the various rooms and also sign the Form-B during their visits to the various examination rooms to ensure that the rules of examination are adhered by all the RS.

The RRS shall visit the various rooms to issue question papers and during the middle of the examination may give a break of 10 minutes to the RS.

The activity shall be recorded and submitted to the CS at the end of the examination.

The FS shall visit the examination room or college at any time of their choice and are permitted to check the students for unwanted materials or for any other discrepancy. Any deviation shall be recorded in the Form-B with the signature of the concerned FS.

The RS shall collect the answer booklets from the students upon their return from the students at least after 30 minutes from the start of the examination. The RS shall arrange the answer booklets in the order provided in the Form-B and submit to the CS/DCS in the strong room.

The CS/DCS shall verify the booklets of all the students according to Form- A and pack the same in bundles subject wise with sufficient protection from moisture and other accidental damages and seal the bundles with wax. The bundles shall be marked with the subject code, college code and other mandatory information required by the university in the prescribed format for proper identification.

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The sealed bundles are submitted to the university appointed official. Upon the receipt of the answer booklets, the university shall scan the booklets and then the soft copies are used for the valuation purposes. Examinations question paper

The Question papers for theory examinations are sent to the various colleges via a dedicated computer via high speed internet connections. This computer is located in a strong room with high speed printers and activity in the strong room is monitored by CCTV cameras.

The CS shall login into the university portal using his credentials and the EDCS credentials half an hour before the commencement of the examinations. The question papers of the relevant examination shall be made available by the university and the same shall be printed in the strong room in presence of CS, DCS and EDCS.

The printed question papers shall be packed into packets made room wise so that the same can be delivered to the RS 10minutes before the commencement of the examination. This delivery is done either by CS/DCS/EDCS/RRS and no other official is allowed to handle the questionpaper packets.

The RS upon receiving the question paper packets shall check the correctness of papers given to him for quantity and subject title and confirm the same to the person delivering the question paper packets.

The RS shall issue the question papers to the students after the commencement siren/bell at the scheduled time and ensure that the students have written their USN on the question papers.

Any discrepancy/deviations observed in the question papers during the course of the examination shall be brought to the notice of CS/DCS and the same shall be clarified by the university in time.

Any discrepancy related to the leakage of question papers would be investigated by the University and a suitable action will be taken. The action might include re-examination of a particular subject or the all the subjects and the same would be communicated to all the colleges.

Evaluation of answer scripts

The valuation activities for the theory subjects of university examinations shall be conducted in regional valuation centers using computers and softcopies of the answer scripts.

The scanned copies of the answer scripts shall not contain any identification of the student so that there is fairness is ensured in the process.

The university appoints the faculty for doing the valuation based on a minimum experience of three years and the appointed faculty shall fulfill the assigned duties.

The university shall provide an approved scheme of valuation to the various valutors who shall valuate the scanned copies of the answer scripts and provide the marks in the valuation portal of the university.

If any discrepancy is noticed in the scheme of valuation provided by the university, its correctness shall be confirmed with the moderator who will be a faculty with higher experience. Any valid discrepancy



shall be communicated to the university from the valuation center and the doubts/discrepancies shall be rectified before proceeding for further valuation.

One in ten answer scripts valuated are further verified for correctness by an official designated as moderator and any discrepancy shall be discussed between the valuator and moderator to ensure fairness. The marks of moderator are final and binding.

A valuator whose marks are higher by a large value as compared to the moderator is considered as disqualified and the answer scripts valuated will be evaluated again by other valutors to ensure fairness in the process.

Practical Examinations: The Practical examinations are those which are evaluated at the college and the marks are submitted to the university using the web portal. The designated faculty members are provided with passwords so that they alone can enter into the portal and enter the marks.

Examiner Allotment Tasks

The university shall allocate two faculty members with at least three years of experience as examiners for Practical examinations. One of the faculty members is the working faculty of the college (internal examiner) and the other is a faculty from other colleges (external examiner) and this is done to ensure the neutrality of the examination process. In case a college has no faculty of minimum experience, then both the faculty shall belong to other colleges.

The assigned faculty members shall be present at the examination center in advance so that the examination shall be started on time. Any change in the examiners appointed is based on the approval from the Board of Examiners appointed by the university.

Question Paper Related Tasks

The examiners shall randomly assign the various practical questions from the prescribed syllabus to the students present in the given batch.

Answer Script Related Tasks

The students are given answer scripts similar to theory examinations provided by the university.

Valuation Related Task

At the end of the examination, the examiners shall valuate the answer scripts based on the marks distribution mandated by the university for a particular subject.

The external examiner shall question the student by way of oral questions, the process being called viva voce and assign the marks in consultation with the internal examiner.

The marks of the valuated answer scripts are entered into the VTU examination portal using the passwords provided by the university and the printout copy of the marks is signed by both the examiners.

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The marks sheet and the answer script is packed in different packets and submitted to the CS/Principal at the end of the test.

The university designated official shall collect the packets from the colleges and the Principal shall ensure the safety of the packets till the time they are collected by the university.

At SMVITM the grievance redressal system in place is designed to be time-bound and efficient, ensuring that student concerns are addressed promptly and effectively.

At the institute level, students are encouraged to directly engage with faculty members regarding any issues with assigned marks. Should the matter remain unresolved, it is escalated to higher authorities within the institution, who are tasked with taking appropriate measures to resolve the grievance in a timely manner.

Similarly, at the university level, the Examination Management system (EMS) coordinator oversees examination-related grievances and maintains a logbook to document these concerns. This systematic approach allows for grievances to be tracked and addressed in a timely fashion, minimizing delays and ensuring that students receive the necessary support and resolution.

In the case of dissatisfaction with marks obtained in the Semester End Examination (SEE), students are provided with clear guidelines on how to apply for revaluation before the last date. The departmental EMS coordinator offers guidance and support throughout this process, ensuring that students can seek redressal within the specified timeframe.

Additionally, a ticketing system is employed by the university to address any other examination-related issues such as USN that may arise. This system enables efficient tracking and resolution of grievances, with appropriate measures taken to address each concern in a timely manner.

Furthermore, the Institutional Grievance Redressal Committee collaborates closely with the examination cell to resolve examination-related grievances comprehensively. By leveraging the expertise and insights of various stakeholders, the committee ensures that grievances are addressed promptly and fairly, upholding the integrity of the examination process.

The grievance redressal system is characterized by its time-bound and efficient approach, aiming to address student concerns promptly and effectively.

By providing clear channels for communication, guidance, and resolution, the system contributes to a supportive and conducive learning environment for all students.

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