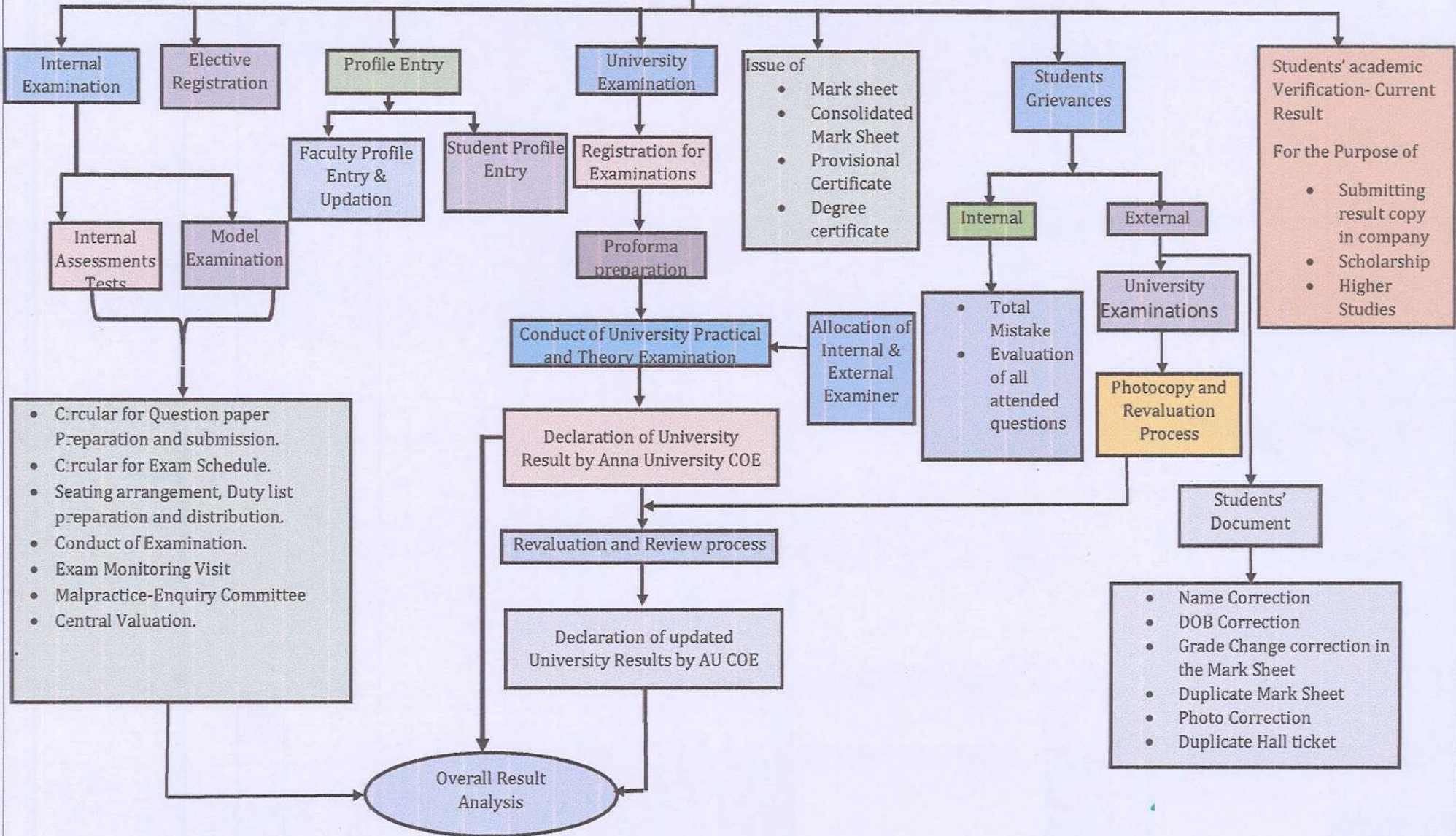


# EXAMCELL PROCESS

Examcell Process



- Circular for Question paper Preparation and submission.
- Circular for Exam Schedule.
- Seating arrangement, Duty list preparation and distribution.
- Conduct of Examination.
- Exam Monitoring Visit
- Malpractice-Enquiry Committee
- Central Valuation.

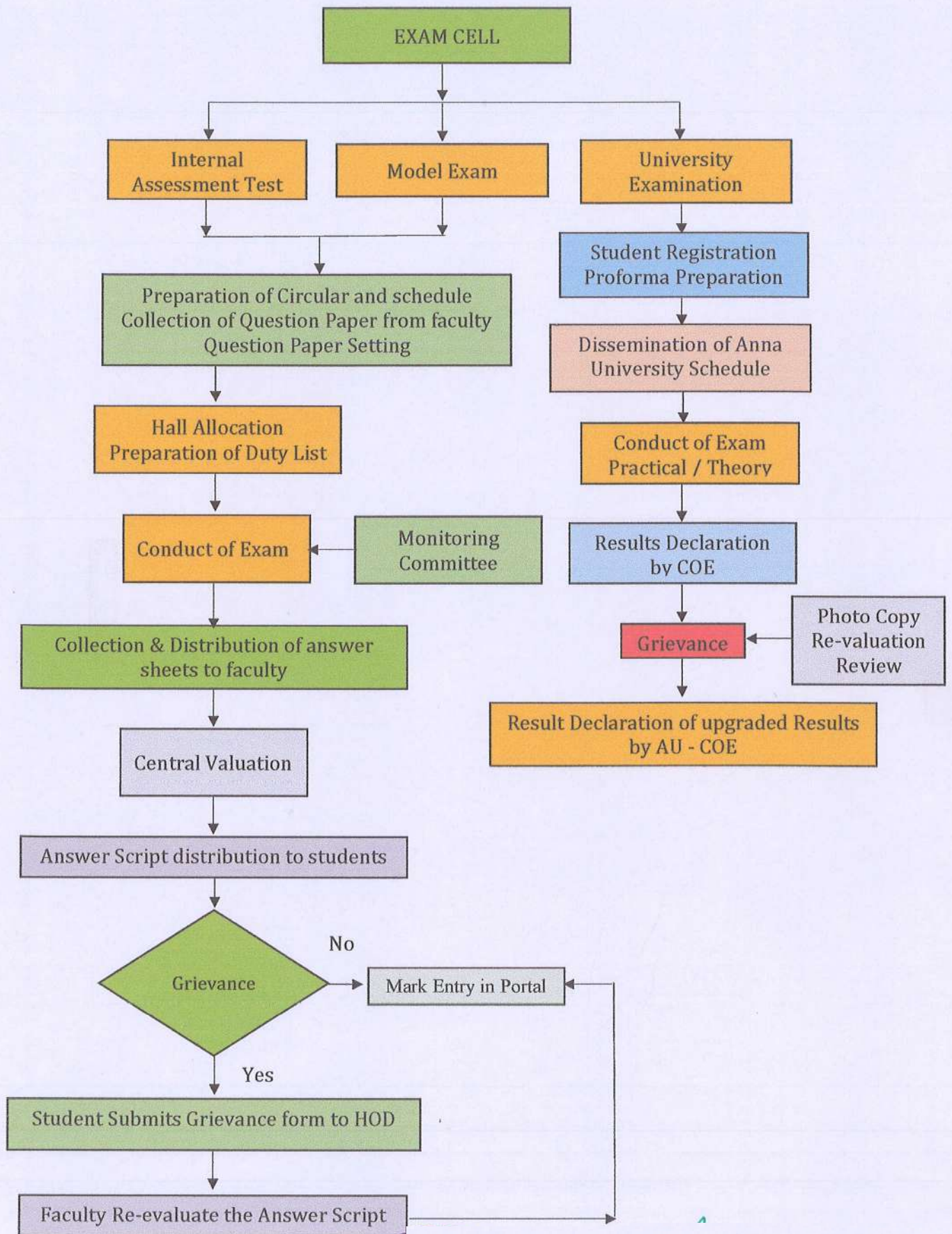
- Issue of
- Mark sheet
  - Consolidated Mark Sheet
  - Provisional Certificate
  - Degree certificate

- Students' academic Verification- Current Result
- For the Purpose of
- Submitting result copy in company
  - Scholarship
  - Higher Studies

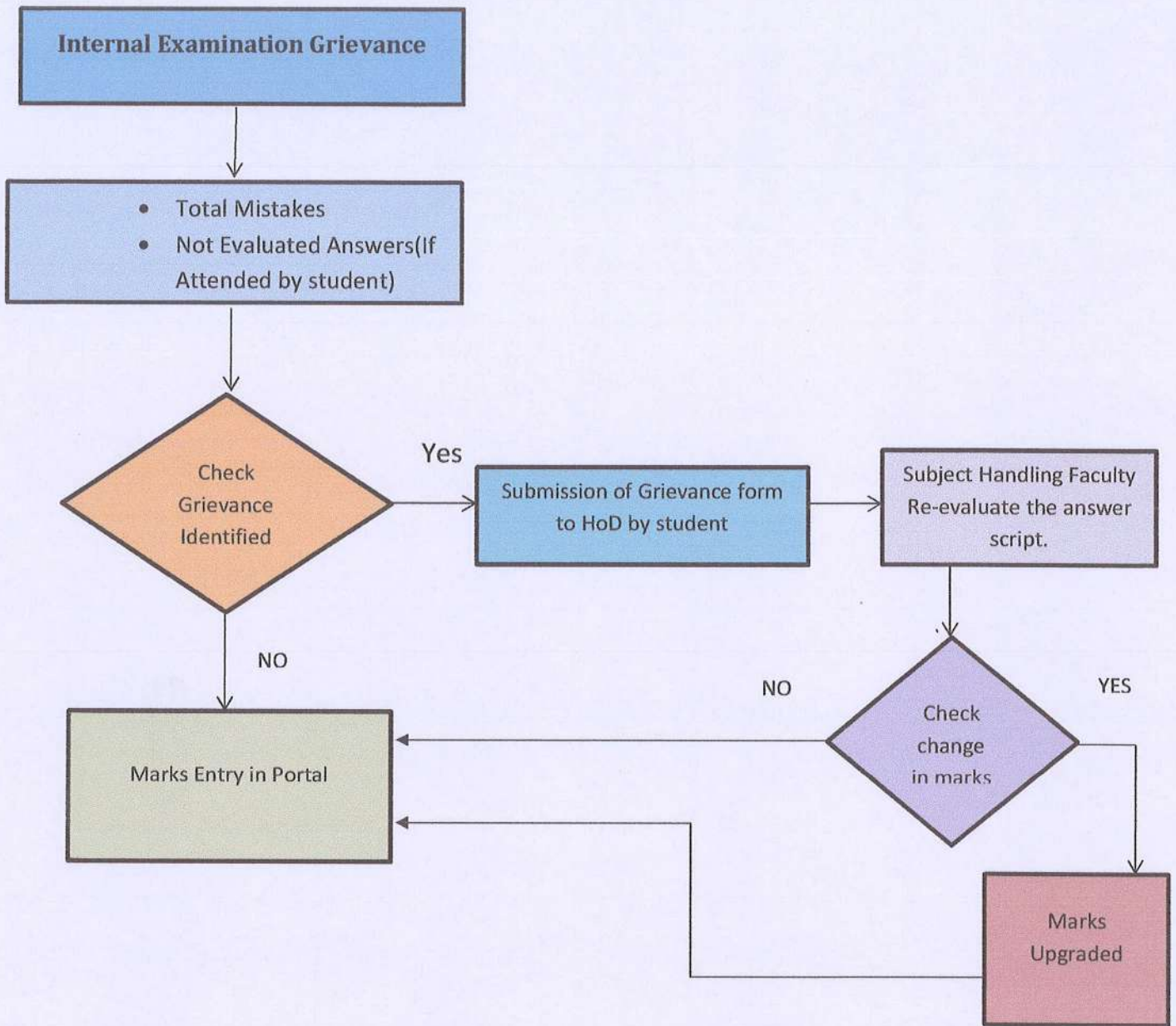
- Students' Document
- Name Correction
  - DOB Correction
  - Grade Change correction in the Mark Sheet
  - Duplicate Mark Sheet
  - Photo Correction
  - Duplicate Hall ticket



**MECHANISM OF INTERNAL / EXTERNAL ASSESSMENT**

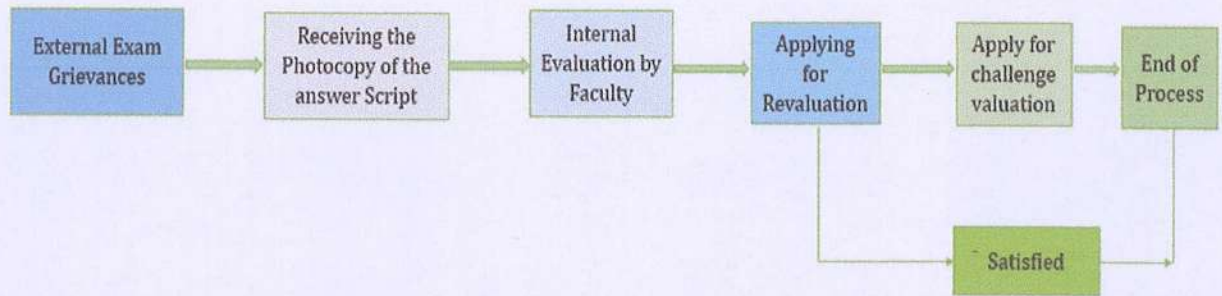


## INTERNAL GRIEVANCE





## EXTERNAL GRIEVANCES ARISING OUT OF EVALUATION





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### **INTERNAL GRIEVANCES**

**1. TOTAL MISTAKE**

**2. LESS MARK AWARDED**

**3. NOT EVALUATION OF**

**ANSWERS**

**4. MISSED TEST FORM**



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### **GRIEVANCES FORM**

**Date:**

**Name of the Student :**

**Register No :**

**Year/Sem:**

**Department :**

**Name of the Course :**

**Nature of Grievances :**

**Action taken by Course faculty:**

**(Date of action taken)**

**Student Signature**

**Course faculty**

**HoD**



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### **MISSED TEST REQUISITION FORM (IAT 1/ IAT 2/ MODEL)**

**Date:**

**Name of the Student :**

**Register No. :**

**Department :**

**Year/Semester :**

**Name of Missed subject :**

**Reason for Absent :**

**Approved by**

<b>Course Instructor</b>	<b>Class Advisor</b>	<b>Head of the Department</b>

**Note:**

**Missed test is allowed only once in a semester for either on duty issued by Head of the Department or medical issues and genuine reason.**



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### **UNIVERSITY / EXTERNAL GRIEVANCES**

- 1. DUPLICATE GRADE SHEET**
- 2. STUDENT'S NAME CHANGE**
- 3. GRADE SHEET CORRECTION**
- 4. PENDING GRADE SHEETS, DEGREE CERTIFICATE**
- 5. GRADE SHEET FOR TRANSFER STUDENTS**





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<b>S.No.</b>	<b>INDEX</b>
1	Examination Committee
2	Academic Calendar
3	Monitoring Committee Circular
4	Internal Assessment Circular
5	Schedule
6	Instructions to the Invigilators
7	Question paper
8	Answer key
9	Answer script
10	Grievance



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Circular

01.02.2023

The following members are assigned as the committee members for the exam cell

S.No	Name of the Faculty	Designation
1	Dr. S. Saravanan	Professor
2	Dr. S. Shahul Ameen	Professor
3	Mr. S. Perumal	Assistant Professor
4	Ms. K. E Lakshmi Prabha	Assistant Professor
5	Dr. A. Manimaran	Associate Professor

### **Role and Responsibility of the committee:**

#### **Following common activities to be carried out in IAT**

- Hall planning, seating arrangements, collection question bank from faculty, question paper preparation, photocopying question paper for all tests. Monitoring the students during the commencement of examinations. Collection of answer booklets in the internal examination. Collecting marks in the google sheet.
- Result analysis.

#### **Following common activities to be carried out in university exam**

- Preparing practical schedule, uploading same in the web portal. Monitoring the students during the commencement of examination. Collection of answer booklets in the university examinations.
- Result analysis.

#### **Tenure of the committee**

The internal faculty members of the committee shall hold the office for a minimum of 3 years.

**Principal**

Copy to

Vice Chairman – for kind information

Director/Vice principal/Dean – Mech

All HODs and coordinators



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**GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu**

# **2022-2023**



# **KARPAGA VINAYAGA**

## **COLLEGE OF ENGINEERING AND TECHNOLOGY**

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GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

Date: 10.03.2020

### **CIRCULAR**

The committee with the following members is constituted to monitor the conduct of internal assessment test/Model exams of all departments for the academic year 2022-2023.

Sl.No	Members
1	Dr. S. Saravanan (Convener)
2	Dr. S. Shahul Ameen
3	Mr. S. Perumal
4	Ms. K. E Lakshmi Prabha
5	Dr. A. Manimaran

The convener is requested to submit a report to undersigned immediately after the Internal Assessment Tests/Model Tests on daily basis. The committee members are requested to visit the exam halls during the Internal Assessment Tests/Model tests.

**Principal**

Copy to

Vice Chairman – for kind information

Director/Vice principal/Dean – Mech

All HODs and coordinators





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Date: 11.02.2023

### **EXAM CELL**

#### **CIRCULAR 2018-2019 (EVEN SEMESTER)**

The internal Assessment Test will commence from 27.02.2023 onwards for the higher semester. The faculty members are requested to prepare the question bank and send the soft and hard copies of the question bank as per the prescribed format with the approval by the Head of the Department exam cell in charges on or before 15.02.2023.

The question bank format for Internal Assessment Test I have been enclosed herewith

**Portion for the Internal Assessment test I is – unit I and unit II**

<b>Part A</b>	<b>Part B</b>	<b>Part C</b>
3 Questions from Unit I	2 Questions from Unit I	1 Questions from Unit I
2 Question from Unit II	2 Questions from Unit II	1 Questions from Unit II

We are expecting your kind cooperation for the smooth conduction of IAT I examination.

**Principal**

Copy to

Vice Chairman – for kind information

Director/Vice principal/Dean – Mech

All HODs and coordinators



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Date: 08.03.2023

### **EXAM CELL**

#### **CIRCULAR 2018-2019 (EVEN SEMESTER)**

The internal Assessment Test will commence from 27.03.2023 onwards for the higher semester. The faculty members are requested to prepare the question bank and send the soft and hard copies of the question bank as per the prescribed format with the approval by the Head of the Department exam cell in charges on or before 15.03.2023.

The question bank format for Internal Assessment Test II have been enclosed herewith

**Portion for the Internal Assessment test II is – unit III and unit IV**

<b>Part A</b>	<b>Part B</b>	<b>Part C</b>
3 Questions from Unit III	2 Questions from Unit III	1 Questions from Unit III
2 Question from Unit IV	2 Questions from Unit IV	1 Questions from Unit IV

We are expecting your kind cooperation for the smooth conduction of IAT II examination.

**Principal**

Copy to

Vice Chairman – for kind information

Director/Vice principal/Dean – Mech

All HODs and coordinators



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Date: 26.04.2023

### EXAM CELL

### CIRCULAR 2018-2019 (EVEN SEMESTER)

The internal Assessment Test will commence from 08.05.2023 onwards for the higher semester. The faculty members are requested to prepare the question bank and send the soft and hard copies of the question bank as per the prescribed format with the approval by the Head of the Department exam cell in charges on or before 02.13.2023.

The question bank format for Model Examinations have been enclosed herewith

#### **Portion for the Model Test I is – All the Five Units**

<b>Part A</b>	<b>Part B</b>	<b>Part C</b>
2 Questions from Unit I	2 Questions from Unit I	2 Questions from any two of the Units
2 Question from Unit II	2 Questions from Unit II	
2 Questions from Unit III	2 Questions from Unit III	
2 Question from Unit IV	2 Questions from Unit IV	
2 Question from Unit V	2 Questions from Unit V	

We are expecting your kind cooperation for the smooth conduction of Model examination.

**Principal**

Copy to

Vice Chairman – for kind information

Director/Vice principal/Dean – Mech

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**Karpaga Vinayaga College of Engineering and Technology**  
**GST Road, Chinna Kolambakkam - 603308, Chengalpattu District.**

II, III, IV Year UG + II MBA

**Academic Calendar - Even Semester 2022-23**

Week	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Days	Remarks
1	Feb'23	6 Class Starts	7	8	9	10	11* Monday Order	12	6	* Last date for submission of Course Plan, Assignment QNs, University QB to Principal / Dean
2	Feb'23	13	14	15	16 *	17	18 Tuesday Order	19	6	* First Class Committee meeting and the report to be submitted to Principal Office.
3	Feb'23	20	21	22	23	24	25 Wednesday Order	26	6	
4	March'23	27	28	1	2	3	4 Thursday Order	5	6	
IAT-1 Covering Unit- 1 & 2 for 100 Marks (8.30 am - 11.30 am)										
5	March'23	6	7	8	9	10	11 Friday Order	12	6	
6	March'23	13	14	15	16 *	17	18 Monday Order	19	6	* Second Class Committee meeting and the report to be submitted to Principal Office.
Academic - Concurrent Audit - 1										
7	March'23	20	21	22	23	24	25 Tuesday Order	26	6	
8	March'23	27	28	29	30	31	1 Wednesday Order	2	6	
IAT-2 Covering Unit 3 & 4 for 100 Marks (8.30 am to 11.30 am)										
9	April'23	3	4	5	6	7 Good Friday	8 Friday order	9	5	
Intensive Coaching										
10	April'23	10	11	12	13 *	14 Tamizh New year	15 Friday Order	16	5	* Third Class Committee meeting and the report to be submitted to Principal Office.
Intensive Coaching / Academic - Concurrent Audit - 2										
11	April'23	17	18	19	20	21	22 Monday Order	23	6	
Intensive Coaching										
12	April'23	24	25	26	27	28	29 Thursday Order	30	6	
Intensive Coaching										
13	May'23	1 May day	2	3	4	5	6 Friday Order	7	6	
Intensive Coaching										
Model Theory Exam										
14	May'23	8	9	10	11	12 Last Working Day	13	14	5	
Model Theory Exam										
Model Practical Exam										
15	May'23	15 AUC Practical Exam Starts	16	17	18	19	20	21	0	
16	May'23	22	23	24	25	26 AUC Theory Exam Starts	27	28	0	
Academic - Final audit by external faculty members										
<b>Total Working Days</b>									<b>81</b>	

**Note: Re-opening of Next Semester - 31.07.2023**

**Karpaga Vinayaga College of Engineering and Technology**

**GST Road, Chinna Kolambakkam, Padalam - 603308**

**II Year BE/B.Tech ( Semester 3)**

**Academic Calendar - Odd Semester 2022-23 Revised w.e.f. 17.10.2022**

Week	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Days	Remarks
1	Aug'22	22*	23	24	25	26	27	28	6	* Commencement of Classes for UG Sem-3
2		29	30	31 <sup>Vinayagar</sup> Chatthurthi	1 <sup>#</sup>	2	3	4	5	# Commencement of Classes for MBA Sem-3
3	Sep'22	5	6	7**	8	9	10 <sup>‡</sup>	11	6	** Completion of Unit 1 ‡ Class Committee Meeting - I
4		12	13	14	15	16	17	18	6	
5		19	20	21	22	23	24*	25	6	* Completion of Unit - 2
6		26	27	28	29	30	1	2 <sup>Gandhi Jayanthi</sup>	6	IAT -I covering Unit 1 & 2
7	Oct'22	3	4 <sup>Ayutha Pooja</sup>	5 <sup>Vijaya Dasami</sup>	6	7	8 <sup>‡</sup>	9 <sup>Prophet's Birthday</sup>	4	‡ Class Committee Meeting - 2
8		10	11	12	13	14	15	16	6	
9		17	18	19**	20	21	22	23	4	** Completion of Unit 3
10		24 <sup>Deepavali</sup>	25	26	27	28	29	30	4	
11	Nov'22	31	1	2	3	4	5*	6	6	* Completion of Unit - 4
12		7	8	9	10	11	12	13	6	IAT -2 covering Unit 3 & 4
13		14	15	16	17	18	19	20	6	Naan Muthalvan - Skill Based Training by TN-SDC
14		21	22	23	24	25	26	27	6	Naan Muthalvan - Skill Based Training by TN-SDC
15	Nov'22 /Dec'22	28	29	30	1	2	3	4	6	
16		5	6	7	8	9	10	11	6	
17		12	13	14	15	16	17 <sup>‡</sup>	18	6	‡ Class Committee Meeting - 3
18		19	20**	21	22	23	24	25	6	** Completion of Unit 5 Model Exam Covering all 5 Units
19		26	27	28	29*	30	31 <sup>AUC</sup> Practical Exam Begins	1	4	* Last working day
20	Jan'23	2	3	4	5	6	7	8	0	
21		9 <sup>AUC Theory</sup> Exam Begins	10	11	12	13	14	15	0	
<b>Total</b>									<b>95</b>	
Re-Opening of Even Semester					08.02.2023					

Principal

Karpaga Vinayaga College of Engineering and Technology

GST Road, Chinna Kolambakkam, Padalam - 603308

III & IV Year BE/B.Tech ( Semester 5 and 7)

**Academic Calendar - Odd Semester 2022-23 Revised w.e.f 17.10.22**

Week	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Days	Remarks	
1	Aug'22	8	9 Moharam	10*	11	12	13	14	4	* Commencement of Classes	
2		15 Independence Day	16	17	18	19 Krishna Jayanthi	20	21	4		
3		22	23	24	25	26	27*	28	6	* Completion of Unit-1	
4		29	30	31 Vinayagar Chathurthi	1	2	3	4	5		
5	Sep'22	5	6	7	8	9 †	10*	11	6	* Completion of Unit - 2 ‡ Class Committee Meeting - 1	
6		12	13	14	15	16	17	18	6	IAT -I covering Unit 1 & 2	
7		19	20	21	22	23	24	25	6		
8		26	27	28	29	30	1	2 Gandhi Jayanthi	6		
9	Oct'22	3	4 Ayutha Pooja	5 Vijaya Dasami	6	7	8	9 Prophet's Birthday	4		
10		10	11	12	13	14 †	15*	16	6	* Completion of Unit - 4 ‡ Class Committee Meeting - 2	
11		17	18	19	20	21	22	23	5	IAT -2 covering Unit 3 & 4	
12		24 Deepavali	25	26	27	28	29	30	4	IAT -2 covering Unit 3 & 4	
13	Nov'22	31	1	2	3	4	5	6	6	Naan Muthalvan - Skill Based Training by TN-SDC	
14		7	8	9	10	11	12	13	6	Naan Muthalvan - Skill Based Training by TN-SDC	
15		14	15	16	17	18	19	20	6		
16		21	22	23	24 †	25	26*	27	6	* Completion of Unit - 5 ‡ Class Committee Meeting - 3	
17	Dec'22	28	29	30	1	2	3	4	6	IAT-3 (Model) Covering all 5 Units	
18		Model Theory Examinations									
		5	6 *	7	8 AUC Practical Exam Begins	9	10	11	2	* Last working day	
19	Model Practicals			12	13	14	15 AUC Theory Exam Begins	16	17	18	0
<b>Total</b>									<b>92</b>		
Re-Opening of Even Semester					09.01.2023						

Principal