



UNNAMALAI INSTITUTE OF TECHNOLOGY

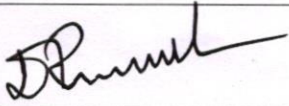
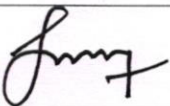
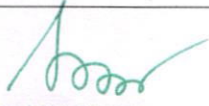
SubaNagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

EXAMINATION POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
UIT/IQAC/POLICY/002	01/01	15.03.23	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
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Examination
Co-ordinator



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SYSTEM OF EXAMINATIONS

Performance of students in each course of study shall be evaluated based on

1. Continuous Internal Assessment throughout the semester (20% for 2017 regulation and 40% for 2021 regulation)
2. University examination at the end of the semester (80% for 2017 regulation and 40% for 2021 regulation)

STANDARD OPERATING PROCEDURE FOR CONDUCTING INTERNAL ASSESSMENT EXAMINATIONS

- The internal assessment examinations are planned and executed through COE of the exam cell adhering to the academic schedule of Anna University.
- The tentative timetable for IAT is prepared according to academic calendar of our institution.
- A circular is sent to all the departments through exam cell mentioning the date and time of Internal examinations.
- Question papers are prepared and set by the respective teachers and submitted to the COE through the HOD of their departments.
- Hall arrangements and required answer sheets with college seal were prepared by exam cell.
- Invigilators are selected based on the need and information is sent to the respective faculty members through circular from exam cell.
- Attendance sheet with student list are circulated to all the exam halls and student details are collected on daily basis.
- Subjectwise answer sheets are collected by the invigilators and handed over to the respective faculty members.
- Queries regarding question papers and answer sheet valuation must be done within 2 days and communicated back to the students.
- Internal Assessment marks are uploaded to the web portal and the report is saved under exam cell.

STANDARD OPERATING PROCEDURE FOR CONDUCTING UNIVERSITY EXAMINATIONS

- Hall Tickets are issued by the University through the COE web-portal with scanned photograph of the candidate.
- Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned at least 75% attendance in each semester.
- Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing the same subject shall be seated alternately.
- Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement.
- One Hall Superintendent (HS) for every twenty-five candidates or part thereof shall be appointed. Reserve HS may be also appointed as per the norms.
- Any candidate involved in the malpractice during the examination will be brought to the notice of CS immediately. A detailed report on the matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement will be immediately forwarded to CS.

SYSTEM OF EXAMINATIONS

Examination System Policy

1. Evaluation Criteria

1.1 Continuous Internal Assessment (CIA)

The performance evaluation of students in each course comprises Continuous Internal Assessment, constituting 20% (for 2017 regulation) and 40% (for 2021 regulation) throughout the semester.

1.2 University Examination

The University examination at the end of the semester carries a weightage of 80% (for 2017 regulation) and 40% (for 2021 regulation) in assessing students' performance.

2. Standard Operating Procedure for Internal Assessment Examinations

2.1 Planning and Execution

The Chief Officer of Examinations (COE) at the Exam Cell meticulously plans and executes internal assessment examinations, aligning with the academic schedule.

2.2 Timetable Preparation

A tentative timetable for Internal Assessment Tests (IAT) is prepared according to the academic calendar of the institution.

2.3 Circular Communication

A circular is sent to all the departments through the exam cell, mentioning the date and time of internal examinations.

2.4 Question Paper Preparation

Respective teachers prepare and submit question papers to the COE through the HOD of their departments.

2.5 Logistics Preparation

The Exam Cell prepares hall arrangements, and required answer sheets with college seal are prepared.

2.6 Invigilator Selection

Invigilators are selected based on the need, and information is communicated to the respective faculty members through a circular from the exam cell.

2.7 Attendance Monitoring

Attendance sheets with student lists are circulated to all exam halls, and student details are collected on a daily basis.

2.8 Answer Sheet Handling

Subjectwise answer sheets are collected by the invigilators and handed over to the respective faculty members.

2.9 Query Resolution

Queries regarding question papers and answer sheet valuation must be done within 2 days and communicated back to the students.

2.10 Assessment Upload

Internal Assessment marks are uploaded to the web portal, and the report is saved under the exam cell.

3. Standard Operating Procedure for Conducting University Examinations

3.1 Hall Tickets Issuance

Hall Tickets are issued by the University through the COE web portal with a scanned photograph of the candidate.

3.2 Attendance Criteria

Class attendance of the students, expressed as a percentage for the semester concerned, should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations if they have earned at least 75% attendance in each semester.

3.3 Seating Arrangements

Seating arrangements in every examination hall must be meticulously planned so that candidates writing the same subject are seated alternately.

3.4 Register Number Placement

Register numbers of candidates must be written on the table or desk in serial order, and no candidate is permitted to occupy any seat other than the allotted one.

3.5 Hall Superintendent Appointment

One Hall Superintendent (HS) for every twenty-five candidates or part thereof shall be appointed, and a reserve HS may be appointed as per the norms.

3.6 Malpractice Handling

Any candidate involved in malpractice during the examination will be brought to the notice of the Chief Superintendent (CS). A detailed report on the matter, together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences, and the candidate's statement will be immediately forwarded to the CS.

4. Conclusion

This Examination System Policy ensures a structured, transparent, and fair approach to student evaluation at Unnamalai Institute of Technology, maintaining the integrity of the assessment process and upholding academic standards.