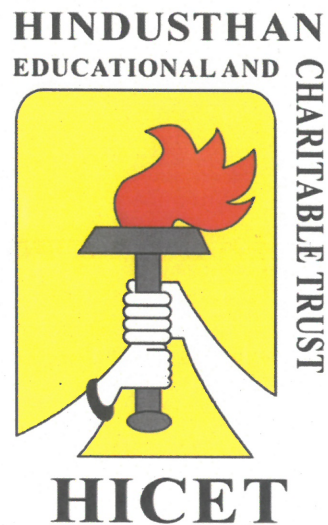


**HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**Coimbatore 641 032, Tamilnadu, India**

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***Examination Reforms***



Controller of Examinations  
Hindusthan College of Engineering and Technology  
Coimbatore - 641 032.



NOV. 2020  
(VERSION 2)



PRINCIPAL  
Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032



## **EXAMINATION REFORMS**

Office of Controller of Examinations (OCoE) has taken several initiatives to ensure fair and transparent End Semester Examination. All precautions are being taken to minimize any error during question paper-setting, external review, printing of question paper, conduct of examination, collection of answer books, dummy number allotment, central valuation and posting of marks on the answer books, mark entry in EMS, result processing & declaration and Issue of statements of grades and various certificates including the degree certificates. High level of confidentiality is maintained during the entire examination process.

### **THE INSTITUTION HAS INITIATED FOLLOWING EXAMINATION RELATED REFORMS:**

#### **(i) EXAMINATION MANAGEMENT SYSTEM:**

- › Implementation of 100% Automation of Examination Management System (EMS) at OCoE, HiCET
- › All examination processes including pre-exam processes and post examination processes (such as result processing, publication and secure generation of grade sheets) are completely automated.
- › The application server, the database server and the backup server reside at the OCoE, HiCET.
- › Online course selection for the Open Elective courses done through EMS.

#### **(ii) EXAMINATION COMMITTEE**

- › Examination Committee is a body which is authorized to make policy decisions in regard to organizing and holding examinations, improving systems of examinations, examination fee and remunerations to examiners, etc.,



- › The Examination Committee deals with all the matters in relation to examinations and hears the complaints received pertaining to any matter arising out of the conduct of examinations and decides the course of action.
- › Examination Committee meeting will be convened once in a semester and as and when required.

**(iii) ANNOUNCEMENTS IN HiCET WEBSITE**

- › Online Examination fee payment through institution web portal.
- › Availability of examination schedule and results on Institution Website
- › Results are published online, available to view online through Institution Website.
- › Publishing the Results through Mobile Application in addition with Web based.
- › The CGPA to Percentage conversion Certificate available in website itself.
- › Revaluation facility is available for students to eliminate any error in evaluation and result processing.

**(iv) ADMINISTRATIVE REFORMS**

- › Various reforms at administrative level to ensure speedy processing of examination steps, complaints, correspondence, issue of various certificates.
- › Introduced Assignments, Surprise tests, MCQ, Role Play/ Group Discussion, Mini Project, Case Study, Seminar, Video Teach, Quiz/ Gamification as internal components for the calculation of Internal marks.





### **FAST TRACK LEARNING SYSTEM:**

In order to facilitate VIII semester students to take up the Industry based Projects / Training / Internships the Fast Track Learning system is introduced. The student shall undergo the Eighth Semester courses in the fifth, sixth and seventh semesters for fast track learning.

- › Issue of Hall ticket with photograph and printed examination schedule with hall & seat number.
- › Same day selection (among multiple sets of question paper) and approval for opening of question paper by the COE.
- › Strict vigilance and panel measures are taken to curb, Lapses and Malpractices in theory and practical examinations.
- › CBCS system of UGC is fully adopted as recommended by the UGC for Examination Reforms, with or without certain modification, wherever required.
- › Fool Proof Security system are adopted by using CCTV Cameras and other electronic gadgets to rule out the chances of Question Paper Leakage.
- › Institution provide printed internal assessment format as per the internal assessment criteria to ensure fair continuous internal assessments.
- › Evaluation pattern for practical courses were modified and implemented.
- › Evaluation pattern for Carrier Development courses and One Credit Courses were modified and done during the end of the semester.
- › Industrial Experts are involved in Course Development and Handling of Courses through BoS.
- › Introduced External Agency (*examly*) for conducting online end semester examination for all courses during pandemic as per Anna University guidelines.
- › Division of Examination workflow is introduced in three parts: Pre-Examination, During Examination and Post Examination.





- › Central Valuation Centre for Valuation of Answer Books at HiCET Campus.

Integration of IT in all examination processes.

- › The Papers in controller's office are monitored with CCTV, access to room is restricted other than OCoE staff members and electronic gadgets are banned inside the strong Room.
- › Uniform System for evaluation of answer scripts and review of question papers are followed.
- › Grievance handling and its Redressal mechanism is developed through examination committee.
- › Examination invigilation squad and University Representatives are appointed by the parent university to ensure the fair conduct of examinations.
- › System based Random Dummy no. Generation for End semester Answer scripts.
- › The Students are permitted to undergo ONE Professional Elective Course in NPTEL / SWAYAM / MOOCs etc. during VI Semester with the prior approval of the Head of the Department , Dean Academics and Office of the Controller of examinations.
- › The student shall take up Assessments and End Semester Examinations conducted by NPTEL / SWAYAM / MOOCs and transfer the credits.
- › The credits earned by NPTEL / SWAYAM PORTAL is printed in the consolidated grade sheet with the prior approval of the Head of the Department, Dean Academics and Office of the Controller of examinations after verifying the proof and in SWAYAM portal.
- › Addition of security features i.e. Water mark, invisible logo, hologram etc. in statement of grade and consolidated grade sheet.



## ACADEMIC PLAN

Particulars	Time Frame
Preparation for Student and Course Information	Second week of Odd/ Even of that Academic Year
Examination Fee Notification	4 weeks before commencement of examinations
Requisition of Question Papers	8 weeks before commencement of examinations
Time-Tables	2 weeks before commencement of examinations
Finalizing List & Galley Preparation	2 weeks before commencement of examinations
Hall ticket Issue	1 week before commencement of Examinations
Central Valuation	1 week after completion of Examinations
Result Publications	2 weeks after completion of Examinations
Retotaling and Revaluation	Notification along with results (2 weeks after publishing result)

  
Controller of Examinations

Controller of Examinations  
Hindusthan College of Engineering and Technology  
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Principal/ Chief Controller of Examinations

**PRINCIPAL**  
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