



GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY

1, Knowledge Park-II, Greater NOIDA, Uttar Pradesh, 201310

DOG CET/Notices/2024/092

10th September, 2024

POLICY FOR EXAMINATION

1) Preamble

The Examination Cell, established under the auspices of Galgotias College of Engineering and Technology, serves as the cornerstone of our academic evaluation and assessment process. Our primary mission is to uphold the integrity, fairness, and transparency of the examination procedures, ensuring that each student's performance is evaluated with the highest standards of accuracy and objectivity.

The Examination Cell is committed to fostering an environment where academic integrity thrives, enabling students to demonstrate their knowledge and skills under conditions that are fair and conducive to success.

2) Policy Statement

Evaluation of the skills gained by the students is the focal point in attaining a degree. Continuous assessment and evaluation help improve the work's quality and ensure that the student meets the prerequisites expected of a graduate. The college has been affiliated with the AKTU, Lucknow, and it adheres to the norms prescribed by the university. The university has internal and external evaluations to assess the students in various aspects. The students are informed of the internal and external assessment system at the beginning of every academic year through an orientation program and course handout. Though the external assessment comes at the end of every semester, the college adopts various methods to assess the students through continuous internal evaluation. The evaluation process is both conventional and modern. The traditional method includes conducting three pre-declared written tests, and the innovative method varies from classroom discussions, student seminars, presentations, quizzes, etc. Internal tests are written in sessional answer sheets, and the records are maintained. Internal assessment for all courses and subjects is done strictly per university guidelines.

The college conducts internal assessments throughout the semester. The class teacher constantly monitors the results to ensure consistent student performance. The internal assessment is based on continuous assessment examinations that included CAE-I of 40 marks and 90 minutes; CAE-II of 40 marks and 90 minutes; and Pre University Test of 100 marks and 3 hours, as recommended by IQAC. Attendance and assignments are also considered for the internal evaluation.

For the subjects that have an allotment of 30 as the internal marks, the process followed is as follows:-

- (a) To award sessional marks, three internal exams (CAE-I of 40 marks and 90 min; CAE-II of 40 marks and 90 min; and PUT of 100 marks and 3 hours duration) will be conducted.
- (b) Weightage of 25% of CAE-I, 25% of CAE-II and 50% of PUTs will be given to award sessional marks.
- (c) The assignment is given 5 marks and
- (d) The attendance is given 5 marks

For the subjects/ courses that follow 50 marks, the following process is observed

- (a) Concerning written test marks, the same method is followed as stated above (out of 30 marks).
- (b) Attendance is given 10 marks
- (c) Assignments are given 10 marks

Tests are conducted methodologically, and they include question papers according to the university pattern, timetable, and seating arrangement of the students according to their register numbers, valuation, and distribution of marks. Multiple written and oral assignments are given to the students to cultivate their comprehensive, cohesive, and communicative skills. Each student is allowed to practice the lab work to perform better in the final practical exams and future endeavors.

In the final year of the course, the students are allowed to do projects, and external examiners assess the quality of their skills.

3) Scope

The scope of the examination cell includes, but is not limited to, the following areas:

- (i) Create and distribute examination schedules, ensuring they are well-coordinated with academic calendars and do not conflict with other institutional events.
- (ii) Collaboration with departments to align examination schedules with course offerings and student needs.
- (iii) Assisting in developing examination papers that accurately assess the learning outcomes and objectives of the courses.
- (iv) Implement measures to safeguard examination materials' integrity and confidentiality from creation to distribution.
- (v) Overseeing the logistics of examination administration, including venue management, invigilation, and adherence to examination protocols.
- (vi) Managing, distributing, and collecting examination papers, answer sheets, and related materials.
- (vii) Facilitating reasonable accommodations for students with disabilities or special needs, ensuring they have equal access to examination opportunities.
- (viii) Addressing student queries and concerns about examination schedules, procedures, and results.
- (ix) Coordinating the collection and secure handling of answer sheets.
- (x) Ensuring that all examination practices comply with institutional policies, academic regulations, and relevant legal requirements.
- (xi) Regularly reviewing and auditing examination processes to identify areas for improvement and maintain high standards of quality.
- (xii) Keeping accurate and secure records of examination schedules and related documentation.
- (xiii) Managing unexpected issues or emergencies during the examination process, including coordinating with relevant authorities and providing solutions.
- (xiv) The Examination Cell is committed to providing a seamless and efficient examination experience for all stakeholders and to ensuring that assessments are conducted with the utmost integrity and professionalism.

4) Objective

- (i) Implement and enforce rigorous standards to prevent academic dishonesty and uphold the credibility of the examination process.
- (ii) Protect the confidentiality and security of examination papers and student responses from unauthorized access and breaches.
- (iii) Ensure all examination practices comply with institutional policies, academic regulations, and relevant legal standards.

5) Composition

The Examination Cell in Galgotias College of Engineering & Technology (GCET) is headed by the Controller of Examinations (COE) and supported by staff. The cell's prime responsibility is to conduct all examinations (Both internal and external) fairly and systematically.

Dr. Jeetendra Jumar Yadav	:	Controller of Examination
Mr. Atul Kumar	:	Asstt. Controller of Examination
Mr. Rahul Kumar	:	Asstt. Controller of Examination
Dr. Arun Kumar	:	Member
Mr. Neeraj Kaushik	:	Member
Mr. Manish Kumar Sharma	:	Member
Dr. Vinay Kumar Gautam	:	Member
Dr. Brijesh Kumar Singh	:	Member
Mr. Rahul Singh Rathor	:	Member
Dr. Ravendra Singh	:	Member
Mr. Manoj Kumar Saini	:	Member
Mr. Kuldeep Kulshrestha	:	Office Executive

6) Responsibility

- (i) Examination Cell serves all Examination notices received from AKTU to all concerned.
- (ii) The Examination Cell takes all precautions while preparing the examination timetable, invigilation duty chart, seating plans for the students in the examination halls, smooth conduct of examinations, etc.
- (iii) After completing the Exam, the examination cell takes the necessary steps to distribute Answer sheets to the concerned teachers. After receiving the answer sheets and award list, the cell prepares them in the format they want to send to AKTU.
- (iv) The Examination Cell keeps all records about examinations.
- (v) Examination Cell staff addresses the grievances of administration, faculty, staff, and students on all examination-related issues.

7) Rules & Guidelines

Instructions to Students about AKTU Exams

Read the instructions carefully

- (i) Your exam center is GNIOT, Greater Noida (College Code: 132).
- (ii) Students can download their admit card from their AKTU ERP Login and bring its printout. Admit card is mandatory in the examination room. No one can sit in the examination room without an admit card.
- (iii) Carry a valid ID proof: College ID/PAN Card/ Aadhar ID/ DL/ Voter ID Card.
- (iv) You must reach 8:45 AM on the day of the Exam. Entry into the exam room will start at 9:00. After 9:30 AM, you will not be allowed to enter into the examination hall, so it is strictly.
- (v) Instructed to reach your exam center before time. No entry will be allowed in the Examination centers after the start of the examination.
- (vi) Before going to your exam room, you are advised to check your seating plan daily.
- (vii) Carry a non-programmable calculator, Blue/Black Pens, a Pencil, a sharper, and an eraser.

- (viii) Check your answer booklet before writing anything. It has prescribed pages, and there are no torn pages.
- (ix) Students are strictly advised not to carry any mobile/tablet/smart watches and electronic devices except (non-programmable calculators) to the examination hall. As per the university rules, possession of any such device in the examination hall shall be treated as Unfair Means, and action against such candidates will be taken as per the university UFM rules.
- (x) The exam center is not responsible for your belongings, so avoid carrying mobile phones, smart watches, bags, etc.
- (xi) Students will not be allowed to leave the examination hall before the Exam is completed. After finishing the Exam, students must hand over the answer sheet to the room invigilator. Students may be allowed to visit the toilets only once.
- (xii) Writing/marking anything on question paper except your roll number at the designated place is prohibited.
- (xiii) Do not write mobile number/name/roll number on the answer sheet, as this will be true for UFM.
- (xiv) Please be careful while filling out your entries on the answer booklet cover page. Also, ensure the correct roll no., subject code, subject name, date, shift, etc., are correctly written, and bubbles are also marked correctly (any wrong entry on the answer booklet cover page may delay your result).

8) Action Plan

The evaluation and assessment system adopted by the university and the college is geared toward mapping the students' individual capabilities to identify the written and oral expression, comprehensiveness, and accuracy of information. It considers the individual student's progression and improvement over time over the performance parameters set by the faculty or the respective department. The written examinations, assignments, and classroom presentations have developed the communication and interpersonal skills of the students. The college has increased the benefits to the students by adhering strictly to the vision and mission of the institution, and improving the quality of the students through continuous internal evaluation has been the central force behind it. Assignments include a variety of activities like classroom seminars conducted by the students on each relevant topic allotted to them in groups or as

individuals, PPT presentations for the practical subjects, writing assignments on theoretical subjects for all courses, model making, etc., chart-making to explore the creative sides of the students and help them combine art with ability to convey important aspects of the topic, group discussions to improve cooperative quality and also exchange knowledge and surprise quiz to keep the students interested and up-to-date with topics.

The allotment of marks is decided by the class teacher and overseen by the HoDs and the Director.

After each test, marks that students score on the tests and their attendance are distributed to the students.

9) Term of Policy

Adherence to policy is mandatory for all stakeholders involved in the examination process. The Examination Cell will monitor compliance and address violations according to established procedures.

The policy and its changes will be communicated to all stakeholders, including students, faculty, and administrative staff, through official channels such as email notifications, institutional websites, and meetings.

10) Code of Conduct

All students, faculty, and staff involved in the examination process are expected to adhere to the Code of Conduct:

For Students;

- (i) Students must maintain the highest standards of honesty and integrity. Cheating, plagiarism, or dishonest behavior during examinations is strictly prohibited.
- (ii) Students must arrive on time, follow all instructions provided by invigilators, and adhere to the rules set forth for the examination. Unauthorized materials or devices are not allowed in the examination venue.
- (iii) Students must present valid identification when required and comply with all verification procedures to confirm their identity.
- (iv) Any issues or irregularities during the examination should be reported to the invigilator immediately.

For Faculty and Invigilators;

- (i) Faculty and invigilators must conduct their duties impartially and ensure that all students are given equal treatment and opportunities during the examination.
- (ii) All examination materials and student responses must be strictly confidential. Faculty and invigilators must not disclose or discuss examination content outside the examination process.
- (iii) Invigilators are responsible for monitoring the examination environment, enforcing examination rules, and addressing any incidents of misconduct promptly and appropriately.
- (iv) Provide necessary support to students, including clarifying instructions and addressing any issues that may arise during the examination.

For Examination Cell members;

- (i) Examination Cell members must ensure accurate and efficient administration of all examination processes, including scheduling and reparation.
- (ii) Members must maintain the confidentiality and security of all examination materials and student data. Access to sensitive information should be restricted to authorized personnel only.
- (iii) Members are expected to demonstrate professionalism and ethical behavior in all aspects of their roles within the Examination Cell.
- (iv) By following this Code of Conduct, Galgotias College of Engineering and Technology ensures a fair, transparent, and effective examination process that upholds the institution's integrity and academic standards.


Prof. (Dr.) Vikram Bali
Director

Copy to: Hon'ble Chairman Sir, for the kind information
: Hon'ble CEO, Sir, for the kind information
: All Deans, HoDs & Section In-charges
: All Faculty, Staff and Students