



Examination Reforms by MREC

About Examination Cell:

The office of “Controller of Examinations” of MREC has been established in the month of September 2011 after the conferment of Autonomous status. The Controller of Examinations (COE) is the most important functional unit of the Autonomous institution and he/she is responsible for assessment of continuous learning of the students by maintaining the standard and best quality in the examination process and ensuring confidentiality. It is the duty of the office of the COE to arrange, prepare, schedule, conduct, publish and maintain records of Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) of the students of all UG and PG programmes.

The evaluation process is carried out in two stages. CIE during the progress of the semester and SEE conducted at the end of the semester. The examination cell conducts and evaluates the SEE in coordination with all the departments. After the successful completion of a course, the institute recommends the student to JNTU, Hyderabad, to award the degree in the respective branch. The entire examination process is based on the completely automated system.

Reforms in the Examination Procedure and Process

- The Institute follows semester system for both B.Tech., M. Tech. and MBA programs and the performance of a student in each semester shall be evaluated course wise with a maximum of 100 marks for the theory and 100 marks for the practical. In addition to the theory and practical evaluation, an industry oriented mini – project, seminar, comprehensive viva-voce and project work will have a weightage of 50, 50, 50 and 200 marks respectively.
- The evaluation of theory and practical subjects is based on CIE and SEE. The institute shall modify the Academic/Examination regulations from time to time for enhancing/reinforcing the quality of education.
- A candidate shall be deemed to have secured the minimum academic requirement in a course if he/she secures a minimum of 35% of marks in the SEE and a minimum aggregate of 40% of the total for B. Tech program. 40% of marks in the SEE and 50% of

the total for M. Tech and MBA programs respectively as per the guidelines of UGC, AICTE, affiliated university JNTUH. The above percentages are framed in college Academic Council meeting in consultation with the three Academic Council nominees of JNTUH

- B. Tech student has to earn 160 credits (excluding the non- credit courses), M. Tech student has to earn 68 credits and MBA student has to earn 104 credits to satisfy the minimum academic requirement to obtain the degree. Credits obtained in all the courses are considered for the calculation of CGPA as per the norms of UGC, AICTE and JNTUH.
- The mid / end semester examination notification along with the time table will be issued and uploaded to the institute website, following the schedule of the academic calendar. Day wise / room wise/ year of study wise seating arrangement is prepared for all the subjects. Required number of faculty for invigilation is drawn from all the departments.
- During the examination time, the pre-examination works like preparation of final database of the candidates who are eligible to appear for the SEE, sending the data for preparation of preprinted bar-coded OMR answer booklets, preparation of nominal rolls, hall tickets, room wise seating plans and invigilation duties and D-forms etc., are taken care with the help of Examination Management System (EMS) Software.
- The question paper for the SEE (Three sets - total of 6 question papers) will be set by three independent external faculty members who taught the subject for at least three years drawn from the list of paper setters approved by the BoS. The question paper is drawn at random from the three sets and is moderated by the course coordinator for the required standard and coverage of the syllabus.
- Question paper is thoroughly scrutinized to ensure the standard, spread of the syllabus and mapping of COs and following BLOOMS taxonomy, as per AICTE proposed examination reforms.
- The end semester answer scripts are evaluated in a digital form.
- The CIE marks and the SEE marks are integrated for the final results processing and also for the printing of marks memos/grade sheets.
- MREC offers the challenge of evaluation to the students. It involves the evaluation by university nominee in the presence of the student who applies for it. The evaluated answer script is shown to the student etc. are the measures taken as a part of the transparency under MREC evaluation system.

- MREC adheres to the Institute academic calendar for conduction of examinations and declaration of the results.
- EMS services are available to integrate all the activities in the examination cell. The pre and post-examination activities are integrated, starting with examination notification, generation of time tables, list of eligible students to issue hall tickets based on the attendance database, scanning the marks slips and processing the results and printing the reports, certificates etc.
- Payment gateway is also available for the payment of various fees online by the students to make the registrations online for various services.
- Complete automation of examination helps in the successful execution of examination processes.

Continuous Internal Assessment System

- Continuous internal assessment is done through conducting two mid examinations, two internal practical examinations for each subject in each semester for B. Tech., M. Tech and MBA Programs following the academic calendar as per the guidelines of UGC, ALCTE and JNTUH.
- During the semester seminars, group discussions, show and tell activities, quizzes etc., are also conducted. Besides, mini project done by the student is continuously reviewed at 3 stages.
- Once the evaluation is completed, marks of the students are uploaded in the database with EMS software and the physical copies of the marks lists along with the mid semester answer scripts are submitted to the exam branch for further scrutiny.
- MREC has adopted student evaluation system from Percentages to Grading System since 2015 under Choice Based Credit System.

Examination Reforms Introduced

Examination and Evaluation division is a unique central division in the Institute which caters to the needs of all stake holders. The Examination and Evaluation section strives to formulate and implement a credible evaluation system. It emphasizes strict and flawless examination system maintaining consistency in assessment and evaluation. All the examinations are conducted under the supervision of Examination & Evaluation section headed by the Controller of Examinations and the results are declared after the approval of the concerned Results committee of the college

which includes JNTUH nominee. The Examination branch has brought the following reforms since the Autonomous status given by JNTUH from the academic year 2011-2012.

- Examination dates are strictly followed as per the schedule given in the Academic calendar.
- Quick declaration of results and issuing the certificates on time so as to help the students to secure admission for higher studies and to join the organizations in which they are placed.
- Question paper setting is made as per BLOOMS Taxonomy. (Sample Question paper)
- Question paper is being thoroughly scrutinized for moderation for maintaining uniformity of coverage of syllabus among all the module
- Since the introduction of CBCS in MREC, Grading System was being implemented in the evaluation and assessment of students in place of percentage of marks.
- OMR based answer script was introduced in MREC for ensuring strict confidentiality by avoiding manual coding in the examination and evaluation system.
- Online registration and download of the hall tickets of the candidates is implemented in MREC.
- Complete automation of the examination processes helps in the successful execution of examination process such as monitoring of examination fee payment, examination schedule, seating arrangement, attendance monitoring, coding and decoding of scripts, marks data entry, preparation of programme wise results etc.
- Digital evaluation process done to supported by Examination management system (EMS) allows timely declaration and announcement of the results.
- MREC quickly responds to the students' grievances related to any examinations and a mechanism is developed for quick settlement of grievances.
- Online publishing of results is made available in MREC examination portal. Parents will be informed of the same through SMS immediately after the declaration of the results.
- Special squads are appointed to maintain strict & flawless system during conduction of Examinations.
- Stringent rules are framed to avoid the malpractice by the students. Care is taken to see that these rules framed by the college Academic Council are on par with that of the affiliating university, JNTUH. These rules are published in the syllabus book handed over to the individual student and also are made available in the college website. Also the concerned HoDs and mentors create awareness among the students regarding the consequences of Malpractice.

- The Malpractice Committee constituted with the concerned HoD and subject expert along with the Controller of Examinations, deals with the malpractice cases. The disciplinary action against the involved student is decided by this committee which ranges from the cancellation of that particular examination to the cancellation of the entire series of examinations written by the involved student (both theory and practical), based on the severity of the malpractice done by the student.
- Inclusion of photograph, Mode of study and Medium of Instruction was introduced to include them in certificates as per the UGC and affiliated university JNTUH norms.
- Security features such as Hologram, unique serial number etc. are embedded in the certificates to avoid tampering.


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