



# HINDUSTHAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai, Accredited with "A" Grade by NAAC)  
Valley Campus, Pollachi Main Road, Coimbatore 641 032.



## OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref.: HiTech / CoE / Examination Committee / 2023 – 24 / 01

02.06.2023

### CIRCULAR

The twenty third meeting of Examination Committee members will be conducted on 07.06.2023 by 11.00 AM at the board room. All the Examination Committee members are requested to attend the meeting without fail.

#### Agenda:

- To discuss about the academic schedule for higher semester.
- Internal Assessment Calculation for TP Courses
- Malpractice enquiry.
- Valuation of higher semester answer scripts.
- Any other matters.

Convener & Member Secretary

Chairman

Copy to:

1. All Members of Examination Committee.
2. File.



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## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### Examination Committee / HiTech

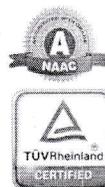
Name of the Member	Designation	Signature
<b>The Chairman</b>		
Dr C Natarajan	Principal	C.N.G.
<b>The Convener &amp; Member Secretary</b>		
Dr V Suresh Babu	Controller of Examinations	
<b>Members</b>		
Dr S R Rajabalayanan	Head of the Department/ Mech	
Dr S Jeyabharathi	Professor & HoD/S&H	
Dr M Chitra	Professor / CSE	
Prof S Sivasubramanian	Deputy Controller of Examinations	
Prof A Udhayakumar	Assistant Controller of Examinations	
<b>External Member</b>		
Dr Saravana Sundaram	Professor & HoD Hindusthan College of Engineering & Technology	



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## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### EXAMINATION COMMITTEE MEETING

Ref.: HiTech / CoE / Examination Committee / 2023 - 24 / 02

#### ATTENDANCE

Date : 07.06.2023

Time : 11.00 AM

Venue : Board Room, HiTech

Name of the Member	Designation	Signature
<b>The Chairman</b>		
Dr C Natarajan	Principal	
<b>The Convener &amp; Member Secretary</b>		
Dr V Suresh Babu	Controller of Examinations	
<b>Members</b>		
Dr S R Rajabalayanan	Head of the Department/ Mech	
Dr S Jeyabharathi	Professor & HoD/S&H	
Dr M Chitra	Professor / CSE	
Prof S Sivasubramanian	Deputy Controller of Examinations	
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## OFFICE OF THE CONTROLLER OF EXAMINATIONS

Date: 07.06.2023

### MINUTES OF THE EXAMINATION COMMITTEE MEETING

No.: HICET / CoE / Examination Committee / 2023 – 24 / 03

Time : 11.00 AM.

The following points were discussed in the meeting.

#### General points discussed and approved by the Examination Committee

#### Agenda 1: To discuss about the academic schedule for higher semester.

The committee discussed about the academic schedule to be followed for higher semester in the Academic year 2023 – 2024 odd semester. It is decided to have the tentative schedule as mentioned below.

Particulars	UG/PG III Semesters	UG V Semesters	UG VII Semesters
Reopening	07.08.2023	17.07.2023	17.07.2023
Continuous Internal Assessment I	19.09.2023 to 25.09.2023	19.09.2023 to 25.09.2023	04.09.2023 to 06.09.2023
Continuous Internal Assessment II	04.11.2023 to 10.11.2023	04.11.2023 to 10.11.2023	09.10.2023 to 11.10.2023
Continuous Internal Assessment III	-	-	04.11.2023 to 10.11.2023
End semester Practical Exam Slot	16.11.2023 to 22.11.2023	16.11.2023 to 22.11.2023	16.11.2023 to 22.11.2023
Last working day	24.11.2023	24.11.2023	24.11.2023
End semester Examination for UG starts on	27.11.2023	27.11.2023	27.11.2023
Reopen for Next Semester	26.12.2023	26.12.2023	26.12.2023

#### Agenda 2: Internal Assessment Calculation for TP Courses

It is decided to conduct one assessment as per the theory courses and other assessment as per the norms of practical courses for theory integrated practical courses. And further it is decided to enter the mark the internal assessment marks in the CoE software at the end of the semester. The procedure for the conduct of assessment for TP courses is as mentioned in annexure I.

### Agenda 3: Malpractice Enquiry.

It is decided to have an enquiry committee to conduct detailed enquiry about the involvement of students in malpractice during the APR/MAY 2023 examinations conducted for higher semesters. The committee decided to have enquiry team headed by Dr K Bharath, Associate Professor / MBA along with two members namely Dr P Jayachitra, Professor, S&H and Dr K Kalpana, Associate Professor, ECE on 12.06.2023.

### Agenda 4: Conduct of valuation for End Semester theory examinations Apr/May 2023.

The Committee decided to conduct the valuation of answer scripts for the end semester theory examinations in different phases and to pass the results within 15 days from last date of examinations. The committee agreed to have the respective department's heads as the board chairman for valuation.

### Agenda 5: Provisional and Degree certificate

The committee insisted the CoE to make necessary arrangements to submit the required documents for the issue of provisional and degree certificate for the graduate of APR/MAY 2023 to enable the students to pursue their higher studies in aboard.

The meeting came to end at 12.30 PM.

  
Convener & Member Secretary

  
Chairman

07-06-2023

## ANNEXURE I

### Internal Assessment Procedure for Theory Courses with Laboratory Component / Laboratory Courses with Theory Component

Weightage of internal assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal assessments and end semester examination for different types of courses are provided in the below table

#### 1. Procedure for Internal Assessment (Theory Courses with Laboratory Component / Laboratory Courses with Theory Component)

S.No	L	T	P	C	Internal Assessment		End Semester Examination
					Assessment I	Assessment II	
1	1	0	4	3	Laboratory 25 %	Theory 25 %	Laboratory 50 %
2	1	0	2	2	Laboratory 25 %	Theory 25 %	Laboratory 50 %
3	2	0	2	3	Theory 25 %	Laboratory 25 %	Theory 25 % Laboratory 25 %
4	3	0	2	4	Theory 25 %	Laboratory 25 %	Theory 35 % Laboratory 15 %
5	2	0	4	4	Theory 25 %	Laboratory 25 %	Theory 15 % Laboratory 35 %

#### 2. Procedure for Internal Assessment (Theory)

Description	Marks
<b>Continuous Internal Assessment I</b>	
Written Test	60
Individual Assignment /Case Study /Seminar / Mini Project/any other experiential Learning	40
<b>Total</b>	<b>100</b>

#### 3. Procedure for Internal Assessment (Practical)

Internal Assessment (100 Marks)		
Evaluation of Laboratory Observation,Record	Test	<b>Total</b>
75	25	<b>100</b>

#### 4. Procedure for conduct of Assessment for TPC Courses

S. No of Table 1	Type of Test		No. of Theory test to be conducted	Syllabus Coverage
	CIA I	CIA II		
1 & 2	Refer table 3	Refer Table 2	One During CIA II Period	Full Syllabus
3,4 & 5	Refer Table 2	Refer table 3	Two During CIA I and CIA II period	Half of the Syllabus during CIA I and Second half during CIA II period

#### 5. Format for Internal Mark Entry for theory

S. No	Register Number	Written Test (60)	Assessment (40)	Total (100)

#### 6. Format for Internal Mark Entry for Practical

S. No	Register Number	Evaluation of Laboratory Observation, Record (75)	Model Exam (25)	Total (100)

#### 6. Format for Internal Mark Entry for TPC Courses (Theory)

A	B	C	D	E	F	G
S. No	Register Number	Written Test I (100)	Written Test II (100)	(C+D) * 0.3 (60)	Assessment (40)	Total (100)