TE-01, Rev.0, 01.08.2024

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|  | **KONGU ENGINEERING COLLEGE**  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Continuous Assessment Test Time-table** |

# Department of

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| **Academic Year :** | **20XX-20XX** | **Semester** | **: Odd/Even** |
| **Class :** | **I / II / III / IV** | **Date** | **:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Date** | **Session Time** | **Course Code** | **Course Name** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

Instructions:

1. The Students should be inside the test hall before the commencement of the test. Late entry and early exit are not allowed.
2. Students should follow the dress code and should wear the original ID card .
3. The students should sit only in the seat allotted to them.
4. The students should write their Register Number, Course Code, Course Name, etc., clearly on the first page of the answer book.
5. The student should also write their register number on the question paper.
6. Possessing of any kind communication devices including mobile phones and any incriminating materials (like bit paper, photocopy, etc.,) are not allowed inside the test hall.
7. Punishments will be imposed on the students who indulge in malpractices in the tests as per the circular vide KEC/PRL/CIR-272/2022-23 dated March 20, 2023, issued by the Principal. Copy enclosed.
8. Only permitted data books and permitted models of non-programmable calculators are allowed inside the examination hall.

Test Coordinator Academic Coordinator HOD

TE-02, Rev.1, 01.08.2024

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|  | **KONGU ENGINEERING COLLEGE**  **(Autonomous) PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Question Paper Requisition** |

# Department of

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| --- | --- | --- | --- |
| **Academic Year :** | **20XX-20XX** | **Semester** | **: Odd/Even** |
| **Class :** | **I / II / III / IV** | **Date** | **:** |

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| --- | --- | --- | --- |
| **S.**  **No** | **Question paper Submission Date** | **Scrutiny Date** | **Submission Date to COE** |
| 1 | Test 01 |  |  |
| 2 | Test 02 |  |  |
| 3 | Test 03 |  |  |

Test Coordinator Academic Coordinator HOD

TE-03, Rev.1, 01.08.2024

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|  | | **KONGU ENGINEERING COLLEGE**  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | | | | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg | |
| CONTINUOUS ASSESSMENT TEST - QUESTION PAPER SCRUTINY REPORT | | | |
|  | | | | | |  | |
| Month and Year of Examination: | | | | | | | |
| Regulations: | | | Programme: | Branch: | | Semester: | |
| Course Code: | | | | CAT : I / II / III | | | |
| Course Name: | | | |  | | | |
| Name, Designation and Department of the Scrutiniser: | | | | | | | |
|  | | | | | | | |
| S.No | Description | | | | QP. Set1 | | QP.Set2 |
|  | Regulations, Programme, Branch, Semester, Course Code and Course Name are verified | | | | Yes / No | | Yes / No |
|  | Question paper conforms to syllabus and Question paper format | | | | Yes / No | | Yes / No |
|  | The Knowledge level is maintained as per the assessment pattern | | | | Yes / No | | Yes / No |
|  | The syllabus of this course is included in the GATE syllabus | | | | Yes / No | | Yes / No |
| If yes, % of questions asked from previous GATE examinations | | | |  | |  |
|  | The questions are distributed as per question paper format | | | | Yes / No | | Yes / No |
|  | The questions are equally distributed covering the syllabus with respect to CAT | | | | Yes / No | | Yes / No |
|  | The marks assigned to each division / subdivisions are mentioned against each question. | | | | Yes / No | | Yes / No |
|  | The CO and Bloom’s level are mentioned against each question | | | | Yes / No | | Yes / No |
|  | The same Bloom’s Taxonomy level are maintained in either / or questions with same mark weightage. | | | | Yes / No | | Yes / No |
|  | All datas, symbols and diagrams are checked | | | | Yes / No | | Yes / No |
|  | Grammatical errors, Spellings are checked | | | | Yes / No | | Yes / No |
|  | The list of permitted data books, data sheets etc., and instructions to the candidates if any are indicated in the Question Paper | | | | Yes / No | | Yes / No |
|  | Repetition of Questions checked | | | | Yes / No | | Yes / No |
|  | The modification are mentioned in the question paper (if any) | | | | Yes / No | | Yes / No |
|  | Overall standard of the question paper after scrutiny: Below average / Average / High | | | | | | |
| Remarks about the question paper and suggestion for improvement:  Date: Signature of the Scrutini**s**er | | | | | | | |
| Certify that the Scrutinised question paper is correct in all respects. I also certify that none of my wards / relatives not appearing for this examination. (To be certified after final proof reading)  Date: Signature of the Scrutini**s**er | | | | | | | |
| Head of the Department | | | | | | | |

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|  | **KONGU ENGINEERING COLLEGE**  TE-04, Rev.1, 01.08.2024  **(Autonomous) PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Seating Arrangement** |

# Department of

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| **Academic Year :** | **20XX-20XX** | **Semester** | **: Odd/Even** |
| **Class :** | **I / II / III / IV** | **Date** | **:** |

Gist of Hall arrangement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Date and Session** | **Total no. of Students** | **No. of Students** | | | **Total no. of halls** |
| **Hall- 01** | **Hall- 02** | **Hall- 03** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

Test Coordinator Academic Coordinator HOD

Hall arrangement

Date Session

Hall no:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Roll no** |  |  |  |  |
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Test Coordinator

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|  | **KONGU ENGINEERING COLLEGE**  TE-05, Rev.1, 01.08.2024  **(Autonomous) PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **CAT Hall Supervisor List** |

# Department of

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| --- | --- | --- | --- |
| **Academic Year :** | **20XX-20XX** | **Semester** | **: Odd/Even** |
| **Class :** | **I / II / III / IV** | **Date** | **:** |

|  |  |  |
| --- | --- | --- |
| **Test Name** | | **01/02/03** |
| **Time Slot - I** |  |  |
| **Time Slot - II** |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hall Number** | **Date:** | | **Date:** | | **Date:** | |
| **Slot-I** | **Slot-II** | **Slot-I** | **Slot-II** | **Slot-I** | **Slot-II** |
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Faculty Name

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Squad Duty

|  |  |  |  |
| --- | --- | --- | --- |
| **S.no** | **Date** | **Hall no** | **Faculty name** |
|  |  |  |  |
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Test Coordinator Academic Coordinator HOD

TE-06, Rev.1, 01.08.2024

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| **ABSENTEES STATEMENT** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year :** | **20XX-20XX** | **Semester** | **: Odd/Even** |
| **Class :** | **I / II / III / IV** | **Date** | **:** |

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| --- | --- | --- | --- | --- | --- | --- |
| **Test : CONTINUOUS ASSESSMENT TEST – I / II / III** | | | | | | |
| **Programme :** | | | | | **Date :** | |
| **Branch :** | | | | | **Time :** | |
| Sem | Number of  students in the class | No. of Students | | Roll No of Absent | Class Advisor Sign | Reason for Absent |
| Present | Absent |
|  |  |  |  |  |  |  |
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Test Coordinator Academic Coordinator HOD