

MALNAD COLLEGE OF ENGINEERING, HASSAN

No. MCE/Dean(Exam)/2023

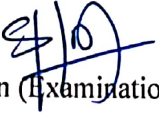
Date: 12.06.2023

C I R C U L A R

Scrutiny of Semester End Examination of 6th & 8th Semester (*July 2023*) question papers is scheduled to be held during the period from 20th & 21st June 2023. All Chairman (BOE), are hereby informed to submit the details as per the format given below to the Dean (**Examinations**).

During the scrutiny of question papers the following instructions are to be followed strictly.

1.	Those staff members who are having their children/s or relatives studying in the same branch, in any of the semesters are hereby informed not to take part in the scrutiny of question papers/ scheme & solutions & Chairman (BOE) have to ensure adherence to this rule
2.	<u>If the external examiner/s is/are unable to attend the meeting, the meeting has to be rescheduled.</u>
3.	TA/ DA & remuneration for the external examiners will be paid after the scrutiny of the question papers/ scheme & solutions by the BOE chairman after the verification of the bills by the accounts department. Bills pertaining to it shall be submitted to Accounts Section within two days after the meeting, Bank details of members to be submitted for online payment.
4.	Consolidated list of Internal members involved in the scrutiny of the question papers/ scheme & solutions (duly signed by the Chairman) are to be submitted to the office of Dean (Examinations) at the end of scrutiny of question papers/ scheme & solutions.
5.	The remuneration for scrutiny of manuscript of a question paper including scheme and solutions is Rs. 150/- only. Clerical assistance is Rs. 200/- and Peon assistance is Rs. 150/-
6.	The Chairman (BOE) shall ensure the return of packets consisting of question paper / scheme and solution to the office of Dean (Examinations) on the same day along with the above mentioned statements.
7.	Scrutinizer's report on the reasons for rejection of a question paper / scheme and solution duly certified by Chairman (BOE) shall be sent along with proceedings of the scrutiny committee meeting to the office of Dean (Examinations)


Dean (Examinations)

Principal

From,

Department: I&P Engineering

To,

Dean (Examinations)
MCE, Hassan.

Sir,

The scrutiny of Semester End Examination of 6 & 8 Semester (*July 2023*) question papers will be held at **Valuation Centre** on **21.06.2023** time **2.30 am to 5.00 pm.**

Kindly arrange to send the manuscript of question papers for the scrutiny.

Thanking you,

Signature of BOE Chairman

Venue:- Valuation Centre.

Note:-

1. Mobile phones are strictly banned inside the COE premises during scrutiny.
2. The Question paper has to be thoroughly checked for grammatical mistakes and numerical solutions to be verified before accepting the paper.

Copy to:-

- 1) Principal's table (2) All HODs for information.

