

2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system

Examination Procedures:

- Centralized conduct of Internal and End-Semester Examinations: Seating and invigilation for internal class tests and end-semester examinations are now organized centrally at the Institute level.
- At the beginning of each semester academic calendar is prepared and strictly followed for the timely completion of course and publication of results.
- The Questions papers (set by both internal and external faculty members) are scrutinized by Subject Expert and Head of the Department to ensure the standard, spread of the syllabus and mapping of COs and following revised blooms HOT taxonomy.
- The answer papers are evaluated through Central Valuation by Internal Examiners and External Examiners appointed in the ratio 1:1 by COE office.
- On announcement of results, students can apply for Transparency process within the due date by the COE office.
- Subject expert has been appointed for individual programme by the COE office for Transparency process.
- After going through the Transparency process students can apply for the revaluation.
- The revaluation is done by a different faculty as decided by the principal and COE. The difference in marks reported is reviewed with the faculty who has done the revaluation and the marks provided are confirmed.
- Conduct of Supplementary Examination for UG & PG final year students with one theory paper arrear in the final semester in the month of July, enables them to save one year in their life to go for higher studies / placement.

Processes integrating IT

- Complete automation of examination helped in the successful execution of examination processes such as, Hall ticket generation for the fees paid students. Examination schedule, Conduct of examinations, Hall plan, Seating arrangement and Question paper distribution.

- The Examination System enables the student to download the hall tickets and results online.
- Selection of Semester-wise, Degree-wise, Class-wise course list.
- Preparation of staff Time table & Class Time table.
- Attendance entry by course handling faculty for every hour.
- CA Test, Tutorial, and Assignment mark entry by respective faculty.
- Final Attendance shortage list generated from system and stoppage entry made and stoppage list printed.
- Result analysis reports like
 - o Course-wise pass percentage before moderation
 - o Fail list before moderation
 - o Moderation list before moderation are generated for result passing board.

Continuous Internal Assessment System:

- QP pattern Template made available in intranet.
- Three sets of QP are received from individual staff.
The Questions papers are scrutinized to ensure the standard, spread of the syllabus and mapping of COs and following revised blooms HOTS taxonomy.
- The answer papers are evaluated through Central Valuation by Internal Examiners appointed by the Head of the Department.
- CA Test, Tutorial, and Assignment mark entry by respective faculty.
- A fixed time frame is given for completing CA mark entry and attendance entry and the faculty is not allowed to do the entry after the time limit.
- CA test dates are defined well before the beginning of the semester and students informed as per the academic calendar.
- After each test, the answer papers are given to students for verification.
- Academic review meeting is periodically conducted after each CIA to assess the progress of the students.
- Parents are invited for the each Academic Review meeting and the toppers from each class are honored.
- The final internal marks are calculated based on the CIA Marks and additional components decided for each course based on Capstone Model.