

2.5.3. IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution

The College publishes the common Rules and Regulation for all Programmes. In addition to academic rules and regulations, the academic regulations, Examination policy and guidelines, mal-practice are in place.

CIA Evaluation: The course coordinator plans the evaluation pattern along with the appropriate assessment tools. This evaluation pattern is known to the students at the beginning of the semester with rubrics and assessment establishes.

ESE Evaluation:

Standardized and foolproof question paper template is being used while inviting the question papers from the external subject experts. The template ensures that all the learning levels as per the Bloom's taxonomy are assessed inline with the OBE (outcome based education) philosophy.

CoE (controller of Examinations) is appointed the external faculty to scrutinize the end semester question papers. The external examiners scrutinize all end semester question the question papers. CoE randomly select the final question paper for printing. As per schedule of end semester examination, university is appointed a University nominee to conduct examinations. Based on the experience, qualification and their academic credentials, Chief Superintendent is appointed by the Controller of Examinations in consultation with the Head of the Institution. Hall superintendent (Invigilators) and Squad are appointed by the controller of examinations with the guidelines.

The course coordinator is responsible to prepare answer key for their respective course. The faculty and students are also provided with a discrepancy form to note their observations through concern course coordinator if any. The ESE (end semester exam) answer scripts will be evaluated at the COEs office. The board chairperson will take care of grievances, if any discrepancy raised by the concern course coordinator through HoD and the Principal. The internal and external faculty does the evaluation of the answer scripts as per the scheme and solutions. The chief examiner shall select randomly three scripts for verification to ensure the consistency of the evaluation process. The revaluation is open for all the students. The request

for revaluation by challenge allowed only, if the candidate may receive the photocopy of answer script. Third evaluation is ensured for those who have scored more than 10-15 marks deviation in second evaluation. The answer scripts, scheme, question paper and solutions are made accessible to students.

Results Passing Board shall be formed as per the guidelines of UGC and affiliating University. The Controller of Examinations shall make a request affiliating university to nominate a new member for an academic year.

The office of COE conducts the examination audit at the end of every examination (twice a year). The audit committee consists of external auditors and these auditors are not part of examiners. Once the audit is over, the team submits a report to the office of COE. The COE, in turn forward the report to the Principal to take necessary and corrective measures.

The processes mentioned ensure fair and uniform conduction, evaluation of examination. The institution continues to adopt improved examination processes.