

2.5.3: IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution

SVU has been continuously carrying out reforms in its examination procedure through integration of IT in all the procedures and processes of the examination system. Tools of information technology are utilized for most of the activities associated with the conduct of examinations, evaluation and declaration of results. SVU follows an objective, comprehensive, student-centered and credible Examination Management System ensuring the integrity of the Institution. The Examination pattern consists of two components, namely, Continuous Internal Assessment (CIA) and Summative Examination (SE) with equal weightage. The performance of the students is assessed for 100 marks in each course through CIA and SE.

IT Integration and Reforms:

The Office of the Controller of Examinations **integrated the Information Technology** in the management of Examination System. Mark entry, Grade, Percentage and Cumulative Grade Point Average (CGPA), preparation and analysis of results are automated. The mark statement of every semester is accessible to restricted users, especially to the Heads of the Departments to assess the performance of students periodically and guide them properly. **Challan** for the payment of Examination fee and **hall tickets** are computer-generated. The payment of Examination Fee has been upgraded to online mode. The students can login to the portal of the Controller of Examinations for downloading their hall tickets.

During the COVID-19 situation, the College was able to conduct the **Continuous Internal Assessment Tests and Summative Examinations Online** hassle free. The Viva Voce Examinations for the project work of the Post Graduate students and Comprehensive Viva Examination of Ph.D. students were also held online. The Examination Committee made amendments to the exam rules for the conduct of examinations online.

Outcome Based Education

The curricula of different programmes have been incorporated in the Outcome Based Education (OBE) structure and the evaluation pattern has also been modified accordingly. It helps the Institution in terms of assessing different levels of knowledge of the learners based on the **Revised Bloom's Taxonomy**. This structure facilitates adopting required changes in the teaching and learning process and also knowing the outcome levels of the learners in the evaluation process. The front page of the answer scripts was redesigned according to the pattern.

Methods of Evaluation

Two Continuous Internal Assessment Tests (CIA) are conducted in a semester for 40 marks each. The remaining 20 marks are assigned on the basis of various classroom performance and activities, such as, Assignments, Snap Tests, Activity Based Tests, Library Works, Seminars, Officiating Games and Teaching Practices, Field and Industrial Visits, and so on under the discretion of the concerned course teacher pertaining to the nature of the course. Finally, the marks of the CIA are consolidated to fifty marks.

Question Papers of Summative Examinations are set by External Examiners and scrutinized by the Chairperson of the respective Board of Examinations. The answer scripts of UG students are valued by the course teacher and 20% of the scripts are valued and validated by the Chairperson. **Double valuation** is done at PG level both by the course teacher and the External Examiner. The results of the Summative Examinations are published within the period of three weeks after the completion of examination. Viva Voce, project and internship evaluation are parts of Summative Examinations. The obtained marks in the Summative Examinations are also consolidated to fifty marks. Finally, the marks scored in the Continuous Internal Assessment Tests and the Summative Examinations are consolidated to hundred marks.

Transparency

It is a best practice of the Institution which strengthens the credibility of the Examination System. On the day of the Transparency, the students are given an opportunity to go through their evaluated answer scripts of the Summative Examinations. The grievances addressed by the students are duly rectified without any fee.

Supplementary Examinations

The conduct of the Supplementary Examination is a healthy practice of the Examination System allowing the outgoing students to clear a maximum of three courses in order to complete their programme within the stipulated time.

1. Semester pattern of examination with continuous evaluation system has been followed.
2. Choice Based Credit System (CBCS) was introduced in all the UG/PG Courses of the University for the benefit of the students.
3. Question paper pattern has been changed and consists of two parts Part A and Part B along with short answer and long answer choice questions.
4. Inclusion of attendance, assignment, seminar presentation etc., as components of evaluation.
5. Seating arrangements and invigilation for sessional and end-semester examinations are well planned and organized. This has led to optimal utilization of physical as well as manpower resources, increased vigilance and smooth conduct of the examinations.
6. Appointment of squad consisting of senior faculty members of other reputed institutions and internal faculty to monitor the semester end examinations.

7. Establishment of CCTV Surveillance System.
8. Examiners are appointed from the approved panel of examiners. Panel of examiners for every course is compiled prior to the examination.
9. The answers scripts are coded to prevent disclosure of identity of students; there by bias/malpractice of any kind is prevented.
10. Scheme of evaluation along with solutions are made available to the adjudicators prior to the commencement of evaluation. Thus uniformity is maintained.
11. Quizzes / Class tests/ Surprise Test(s) /Project works and assignments are made part of evaluation.
12. Advance Supplementary examinations and timely publication of results and issuing necessary certificates in time.
13. Social distance and allotment of 20-25 members in an examination hall/ laboratory for examination (internal/ semester-end/ year-end) has been followed as per UGC guidelines during pandemic situation.
14. Two sets of question papers are maintained for each course.
15. Personal verification and revaluation system.
16. Inclusion of security features (QR code) in marks memorandum/study certificate/transfer certificates.
17. The college has initiated major reforms in evaluation. Five marks are allotted for attendance in the respective theory/ practical courses in a graded manner. Five more marks are earmarked for quiz/ co-curricular/ extra-curricular/ surprise class tests by the concerned teacher in the respective theory/practical courses so that the students update themselves with the subject content regularly. Implementation of these measures created a positive impact on students' attendance and the results.

Continuous Internal Assessment (CIA) includes sessional examinations twice in a semester for each course, periodical assignments/tests/quizzes etc. to keep the students meaningfully engaged with the subject content throughout the semester.

Preparation of detailed scheme of evaluation by internal subject / course experts.

Setting the question papers from all the units with internal choice and moderation of question papers.

Assignments

Assignments on topics covered are given. These assignments have been found to have led to critical-thinking and self-assessment in students and also improve the writing skills.

Online Courses

Students can now opt to credit 20% of their course requirements through online offerings such as SWAYAM and MOOCS. This has paved the way for students to compare and take courses from the best of Universities offered by acclaimed faculty members.

Online examinations

During pandemic situations online examinations were conducted for internal/project work assessment employing class marker/ Zoom/ Google meet platforms

| Reform(s) | Positive impact(s) |
|---|---|
| 2 sets of question papers are maintained for each subject / course | Confidentiality in the question paper selection |
| Setting the question papers from all the units with internal choice and moderation of question papers. | <ol style="list-style-type: none"> 1. Maintain standards and coverage of syllabus among all the units 2. Students are required to study all the units in a given course 3. Improve the course outcomes by implementing internal choice |
| Preparation of detailed scheme of evaluation by internal subject / course experts | <ol style="list-style-type: none"> 1. Uniformity in the evaluation among the evaluators 2. Fair judgment for the students |
| Appointment of squad consisting of senior faculty members of other reputed institutions and internal faculty to monitor the semester end examinations | Strict vigilance for smooth conduct of examinations |
| Establishment of Spot evaluation centre | <ol style="list-style-type: none"> 1. Confidentiality and custody of answer booklets are ensured 2. Declaration of results within the stipulated time |

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| Establishment of CCTV Surveillance System | <ol style="list-style-type: none"> 1. Continuous monitoring of activities of examination section and spot evaluation process 2. Restricted entry and surveillance of the entry of un-authorized persons into the examination section 3. CCTVs in the vicinity of the examination rooms to curb untoward incidents of malpractice |
| Encoding and decoding of answer booklets | Provides confidentiality and unbiased evaluation. |
| Evaluation of 5 answer booklets by all the examiners of the concerned board at the beginning of evaluation | 1. Ensure uniform evaluation |
| Automation of examination management system | <ol style="list-style-type: none"> 1.Improvement in reliability efficiency, security, transparency, confidentiality and accuracy in the entire process 2.Software developed by the institute provides flexibility to incorporate autonomous curriculum requirements |
| Personal verification and revaluation system | Accountability of the evaluation process and improving the transparency in the evaluation |
| Advance Supplementary examinations and timely publication of results & issuing necessary certificates in time. | Provides more scope to final year students for their placements and higher studies |
| Inclusion of security features in grade sheets as well as in answer booklets | Chances of manipulations are nullified. |


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