

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

Examination System

Introduction

As per the UGC guidelines and in accordance with the provisions of Goa University **Statute SC-15.27** related to Autonomy with regards to examinations, the College Examination Committee (CEC) was constituted by the Principal of the college. The committee is headed by the Chief Controller of Examinations (the Principal), a senior teaching faculty as Controller of Examination (CoE), and three/four regular teachers as members. The tenure of the nominated members of the cell is three years. The cell is assisted by three administrative staff, besides an attendant, who provide a needful assistance in the organisation, and conduct of all examinations; and also, in the maintenance of the records.

The examination cell performs all the functions related to examinations. These include scheduling of the examinations, preparation of relevant timetables, and conduct of all examinations. Subsequent to every examination, the records of all assessments made by teachers are analysed to prepare and declare the results on the official website of the college. Utmost secrecy is maintained in procuring and printing of question papers from respective faculties, to whom necessary guidelines are issued in advance via e-mail.

Examination Procedures and Reforms

i. Evaluation

Formative and Summative modes of evaluation for students through the conduct of Continuous Assessments (at least TWO per semester) and ONE Semester End Evaluation per course have been in place from the academic year 2015-16.

ii. Verification procedure

For the students admitted to the college under various programmes from the academic year 2015-16 until the academic year 2017-18, the college had initiated a process of verification of answer books by students on demand; every student whereby is provided with an opportunity to verify the marks allotted to him/her on the assessed answer book. Herein, a student was allowed to check the answer book in person with respect to allotment of marks to every question answered, and totalling of the allotted marks. This process was conducted after the declaration of results of a semester end examination for those of the students who had sought to verify an assessed answer book after paying the requisite fees for the purpose.

iii. Repeat Examination

After the end of every semester end examination, spanning a gap of at least 15 days from the declaration of results and the verification process, a Repeat examination was conducted for unsuccessful students who were not able to procure the required number of credits. In

accordance with the policy adopted by the college, no Grace marks were allotted to either secure the minimum marks required or to improve his or her grade.

Decentralization of Examination

In view of the initiation to bring in a reform in the process of examination system vide **Statute SC-15.28**, the Academic Council of the college decided to delegate some powers to departments, so that they could handle the varied patterns of assessment of courses taught by them in a more effective way for the Undergraduate Programmes through the **Ordinance AO-4** with effect from the academic year 2018-2019. As such, a course faculty is empowered to choose a mode of assessment that he/ she finds suitable for the course; the entire process though, is conducted under the supervision and monitoring of the Examination Cell. Two sets of sealed Question Papers are submitted by the Course Teacher and any one set is selected by the examination cell for the conduct of Semester End Examinations. The sealed envelope is opened in front of the students in the examination hall after obtaining the signatures from a minimum of two students.

Also, as a part of this newly adopted system, a course faculty, on completion of an assessment shares/ discusses the performance of every student based on the assessed answer book. **This procedure fitted well to substitute the earlier Personal Verification process.**

Besides simplifying the earlier Centralised process of conduct of examinations, has considerably reduced the number of grievances from students towards assessment enhancing the Examination Management System (EMS).

Patterns of Assessment

To support the varied nature of courses, the following patterns of assessments have been approved from academic year 2018-2019:

- a) Continuous Assessment only;
- b) Continuous Assessment and Semester End Examination; and
- c) Continuous Assessment, Mid-Term Assessment and Semester End Examination.

The Governing body of the college has approved 15 different types of assessment modes for the purpose of evaluation. The different modes adopted enables the students to enhance skills like logical reasoning, improves the presentation and writing skills and also addresses to the different types of learners.

The responsibility of monitoring the assessment of courses offered by the Department lies with the Head of the Department, the concerned Dean in coordination with the Controller of Examinations.

Retake Examination

A retake examination is conducted within 15 days of the declaration of the regular semester results and is offered to the students for the following reasons:

- a) Students deputed for national/international events

- b) Medical reasons such as hospitalization, etc with prior permission supported
- c) Unforeseen emergencies such as accidents, medical, curfew, bad weather etc.
- d) Students who have fulfilled the class attendance policies but have not acquired a pass grade.

Result Processing

The records of all assessments are submitted to the Examination Cell from time to time for the purpose of processing of results. The mark sheet of each student is subsequently printed under the close supervision of the Controller of Examinations; which, is then issued to the respective student.

At the end of a programme, the entire results of every successful student, covering all the semesters, is then submitted to the Goa University for the award of the Degree.

Processes integrating IT

- The different methods of assessments and rubrics for evaluation are informed to the students at the commencement of the Semester through CLAAP/Google Classroom. All assignments are submitted via online mode.
- Centralized time table uploaded on the college website.
- Allocation of blocks to students and block supervisors.
- Coursewise blank marksheets are prepared and issued to the course teachers.
- Processing of results.
- Declaration of results.
- Issuing statement of marks.
- Issuing consolidated statement of marks and passing certificates.