

Best Practice

Title of the practice: Automation of Examination and Evaluation related processes.

1. Objectives of practice

- a) timely and transparent publication of internal and external evaluation results, attendance
- b) update teacher evaluation
- c) redressal of student grievances if any
- d) communication between teachers and students
- e) examination related work

2. **Context:** While the measurement of learning cannot be adequately measured by the examination system, it is one of the systems available at the moment. Late publication of results, suspicions of result manipulation and not addressing genuine grievances of the students regarding the conduct of exams and publication of results will have a negative impact on the morale of the students and their results.

3. The practice:

- a. Adequate pre-notice about the date and schedule of tests conducted by the College
- b. Attendance entered regularly, students can view the same.
- c. Previous question papers are available in the College website.
- d. Examination related works are completely automated.
- e. Timely and transparent publication of internal and external evaluation results, attendance
- f. Internal marks are uploaded per semester, students can view the same.
- g. The final results are published and displayed as early as possible to ensure that students have an opportunity to go through them and bring forth complaints if any.
- h. Students are given the opportunity to evaluate teachers. Teachers can view their evaluation and do necessary rectification in their teaching methodology.
- i. Through teachers' portal, teachers can share notes and power point presentations with students.

4. Evidence of success:

- Students have expressed their satisfaction with the system
- The number of pending complaints from students at the end of an academic semester has gone down to negligible for all tests conducted by the departments.
- Timely publication of results

5. Problems encountered:

All students may not have net connection and access at home

6. Resources required:

Lack of space becomes a problem when multiple exams are conducted and results need to be published simultaneously.