



## **ST. JOSEPH'S DEGREE & PG COLLEGE**

(Autonomous), Affiliated to Osmania University  
Re-accredited by NAAC (3<sup>rd</sup> Cycle) with B<sup>++</sup> Grade  
King Koti Road, Hyderabad

**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.**

### **Reforms in Examination and Evaluation**

St. Joseph's Degree & PG College follows an objective, comprehensive, student-centered and credible Examination Management System ensuring the integrity of the Institution. The Choice Based Credit System has ensured a focus on holistic development of students involving, curricular, extra-curricular and extension activities while the OBE framework has ensured an outcome-based learning practice. In order to bring an overall congruence in the teaching-learning and evaluating methods, the evaluation method has been consciously designed to assess the all-round development of students involving their cognitive skills, problem solving skills, creativity and imagination.

### **Methods of Evaluation:**

Internal Assessment is one of the important evaluation processes under semester system in education. To ensure a more comprehensive and continuous evaluation the institution must have a precise and clear internal evaluation process which constitutes 40% of the marks from internal assessment and the remaining 60% from external assessment. [The Examination pattern consists of two components, namely, Continuous Internal Assessment (CIA) and End Semester Examination (ESE) with 40: 60 weightage] The evaluation system encourages the student to study systematically throughout the semester. It provides more opportunities to the teacher to know the progress of the student.

Two Continuous Internal Assessment Tests (CIA) are conducted in a semester for 30 marks each and average of two internals is taken as 30 marks. The remaining 10 marks are assigned on the basis of various classroom performance and activities, such as, Assignments, Slip Tests, Activity Based Tests, Library Works, Seminars, 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 forty marks. Remaining 60 marks is conducted for End semester Examinations.

Skill Enhancement papers (SEC) carry 50 marks (20 marks internal and 30 marks End Semester Examination). Only one internal is conducted for SEC papers (Conducted during internal II).

The Examination Department is headed by Principal, Chief Controller of Examinations, CoE and is ably assisted by two Addl Controllers and nominated staff members selected to represent the Exam Committee. Reforms are carried out in the examination and procedure to ensure a transparent and efficient examination system. Areas of improvement are identified through examination audits and feedback mechanism and the CoE initiates the reforms.

### **IT Integration and Reforms:**

#### **From Batch 2020-2023 onwards:**

The Office of the Controller of Examinations integrated the Information Technology in the management of Examination System. The college is uses eOne- Integrated Software (A detailed document which provides a description of the technical design eOne is enclosed for reference. This document's primary purpose is to describe the technical vision for how the examination requirements will be realized and also gives an architectural overview of the system)

A detailed Standard Operating Procedure is followed with a defined route map to ensure rigor for maximum efficiency for smooth conduct of Examinations.

Mark entry, Grade, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), preparation and analysis of results are automated. The grades of the students are accessible to respective subject faculty to assess the performance of students periodically and guide them properly. Application forms for the payment of Examination fee and hall tickets are computer-generated. The students can login to the portal of Prajna for downloading their hall tickets.

Usage of software helps students/parents/faculty members to check the progress of the student on a regular basis. Online declaration of results gives easy access to the scorecard of the student. Computerized examination process has made the system almost error free.

#### **During the COVID-19 situation**

The College was able to conduct the Continuous Internal Assessment Tests using google classroom hassle free. MCQ questions were also introduced for all the programmes through the online mode. The Examination Committee made amendments to the exam rules for the conduct of examinations online. Students have access to view their overall marks of the academic performance in the College website by logging in with their Roll Number.

Information is communicated to the examiners or Question paper setters through email very confidentially. Question Papers of External Examinations are set by External Examiners approved by board of studies and principal.

The answer scripts of internal answer scripts are valued by the course teacher and external answer scripts by the external examiners. Double valuation is done at PG level both by the course teacher and the External Examiner. The results of the External Examinations are

published within one month after the completion of examination. Viva Voce, project and internship evaluation are parts of End Semester Examinations.

**Transparency:** It is a best practice of the Institution which strengthens the credibility of the Examination System. The students are given an opportunity to go through their evaluated answer scripts of the Internal Examinations.

**Backlog Examinations:** The conduct of the Backlog Examination is a healthy practice of the Examination System allowing the outgoing students to clear a maximum of Two courses in order to complete their programme within the stipulated time. Students who failed in one or two subjects in Semester VI will be given a chance to re-appear for the Instant Examination immediately after the result declaration to save a year.

The following aspects are considered while conducting the Examinations:

- The Examination Time Table is prepared as per the Almanac.
- An Orientation Programme on the Examination system and Procedures to be followed in the institution is conducted for the students as well as new faculty at the beginning of every Academic year.
- Internal exams are conducted as per the examination schedule decided and students are made aware of the same at the beginning of every Semester.
- Examination schedule and other details like seating, invigilation duties are given well ahead of the commencement of the exam.
- Constituted the Examination Committee to conduct the Semester(Internal and External) Examinations.
- Constituted Chief Superintendent and Squads for the smooth conduct of external end semester examinations.
- The procedure & guidelines of evaluation are given to the teachers for both theory & practical exams.
- Students have the opportunity to see their Answer sheet after evaluation and discuss their answers through all the accepted tools of the evaluation; this adds reliability and also transparency of the system.
- Examinations are held under strict invigilation.
- The marks are entered by respective subject faculty in prajna software ([Prajna - Login \(sjchyd.in\)](http://Prajna - Login (sjchyd.in))) after showing the marks to students and a copy of the marks (both hard and soft copy) is sent to the Controller of the Examination Section.
- Instant Examination for Final year students who have One/Two Backlogs in the VI Semester conducted in June/July every year.
- Conducting B/L Examinations of all Semesters (Sem-I To SemVI) in Even semesters.
- 8<sup>th</sup> Mini Convocation was held on 28<sup>th</sup> January 2023 (for 2022 pass outs) and 9<sup>th</sup> Mini Convocation was held on 7<sup>th</sup> October 2023 (2023 passouts) to award -Degree to the students upon their completion of the course successfully.

- Online Student certificate verification through Direct verify '[www.directverify.in](http://www.directverify.in)'.
- Declaration of results within 20 days (Average) from the last date of completion of the Examinations.
- Uploading the examination results and Grades on the college website immediately after the final exam result declaration.
- In order to promote sports, outstanding students of National and International merit in various sports activities are given special considerations, if they fail to appear for the Internal examination and also due consideration in pass percentage is given in external examinations too.
- Following double valuation system, course teacher and External examiner ensure the credibility of valuation.
- A revaluation provision is given to UG students and Recounting provision is given to PG Students to apply within one week from the date of declaration of results.
- Following Bloom's Taxonomy Internal & End Semester Examination Question Papers are prepared for UG and MBA programme.