

EXAMINATION PROCEDURES

The University has fully integrated the Information Technology with the examination processes. The University follows 40:60 model for distribution of marks between internal and external examination. For the Internal component three tests are conducted using MCQs generated on the computer system. The students are also directed to answer them through the system only. It is the policy and practice of the University that every student who gets admission in the University is provided with a Laptop; which is required to be utilised for the purpose of learning and attending internal tests and term-end examinations.

The following is the IT integration happening at different stages of the examination processes:

Pre-examination: The Admission data of the students is forwarded to the Examination section, which generates profile of every student for the purpose of creating ID and conduction of examination. Based on the Data furnished by the Dean, Academic, the Subjects in which the candidates are taking exam are registered. Accordingly, list of examinees is prepared and tests are held.

During the Examination: The pattern followed by the University consists of both descriptive and objective. The objective part of the test is done through MCQs. These MCQs are answered through computer systems. Marks are also noted through the system and forwarded to the Examination office. The practical marks are also forwarded online.

Post Examination: After the exam is completed, both internal and external marks are forwarded to the Controller's office. The COE will process the same and declares the result. The results are communicated through the Website and the students can download the Marks lists also.

Further, the University, has the provision for revaluation and the students can apply through the Website and get their grievances redressed.

The University has also got registered under the National Academic Depository and appointed a Coordinator for this purpose. As part of the process, students and prospective employers will have the advantage of verifying the academic credits and performance through this portal.

During the Covid period, the entire process was done through the online mode only. The IT systems were revised according to the situation prevalent then. Further, the University maintains a Question Bank under the supervision of Dean, Academic and the exam questions are drawn from the Bank through an automatic random selection. Office of the Controller of Examination, will provide the model question paper following Bloom's taxonomy. Paper setters must assess on course outcomes outlined in each course and there by the program outcomes can be evaluated. All these processes are handled through computer systems.

- The declaration of result and the final distribution of Marks cards is done through the online systems. The Physical Marks cards also carry various kinds of security features such as water marks, encrypted data and colour changing, etc.