



Annai Violet Arts & Science College

(Affiliated to the University of Madras, Co-Ed | NAAC Accredited)

Best Practice 2: Reforms in Examination cell

1. Title of the Practice

Reforms in Examination cell

2. Objectives of the Practice

- To improve the quality of examination and evaluation so as to ensure the credibility of the Examination system for the betterment of students.
- To ensure the logistics given by the University of Madras.
- To maintain the database of the students for all kind of references.
- To improve the learning and assessing process of the students.

3. The Context

The Examination Cell (Exam Cell) of Annai Violet Arts & Science College, for the Academic Year 2021-2022, is headed by the Chief superintendent and Chief convener and supported by a team of examination cell members. The team consisted of 6 faculties from each department. The prime responsibility of the Examination Cell is to conduct all the examinations (both internal and external examinations) in a fair, transparent and systematic manner. Examination cell have appropriate infrastructure for generating question papers and other relevant confidential materials.

Evaluation and grading in our system rest on examinations which play an important role in the progression of a learner on the learning path. The examinations not only indicate whether the desired learning outcomes have been achieved but also assess the level of achievements against benchmarks.

4. The Practice

Before the onset of Examinations, the Convener of Exam Cell conducts meeting regularly with all stream HODs, then sends circular to Staff about the conduct of Examination. Similarly Students are intimated about the Examination through the circular forwarded by the Class Teachers in their respective Class What's App Group as well as in the parent alarm app. Exam cell conducts continuous internal assessment examination, Pre-semester examinations and Semester examinations. Offer Letter for Question paper setting sent to official mail id of all Faculties, prior a week before the commencement of Continuous Assessment Examinations and Pre-Semester examinations which is highly confidential. Each Faculty is instructed to set two

sets of allotted question papers. A schedule for invigilation duty is prepared by the Exam Cell. The assigned faculty should perform the invigilation duty as per the norms and schedule.

Hall arrangements and seating arrangements of the students are prepared by the Exam Cell and informed through parents Alarm App & displayed on the College Notice Board. During the Examination, Seating of the students is pasted on the doors of the class room every day. Flying Squads consisting of various Streams HODs are deputed to throw a flying visit -mainly to take up the examination sincerely by the students without any malpractice. Violation of the above rules in any form during the examinations will attract punishment as per the University guidelines.

Centralized Valuation is implemented under the guidance of allotted HODs in three different camps (As Camp supervisor) pertaining to UG &PG level. Faculties were instructed to conduct valuation in the respective camps and should do the mark entry on the same day of valuation. Question papers are uploaded on the college website immediately after the examination.

Internal Marks entry is based on the template sent by the Convener to all the Faculties. Exam Cell takes the responsibility of Selecting External Examiner for University Practical Examination -Science stream and Viva Voce for PG departments and UG & PG soft skill paper is inclusively done by the chief of Exam Cell. Internal Marks entry for all the papers of various streams are taken care by the Exam Cell, while External marks entry for all the NME papers, Soft Skill Papers, Value Education and Practical Examination of Science Stream subjects-to be entered by the valuing faculty.

5. Evidence of Success

- Exam Cell keeps all records pertaining to examination.
- Transparency in internal assessment is made possible by the exam cell.
- Increase in the percentage of results.
- University practical examinations conducted in a fair systematic manner.

6. Problems Encountered and Resources Required

- Resources like Computer automation system is required which reduces errors generated in manual method.