

2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

- Examination procedures
- Processes integrating IT
- Continuous internal assessment system

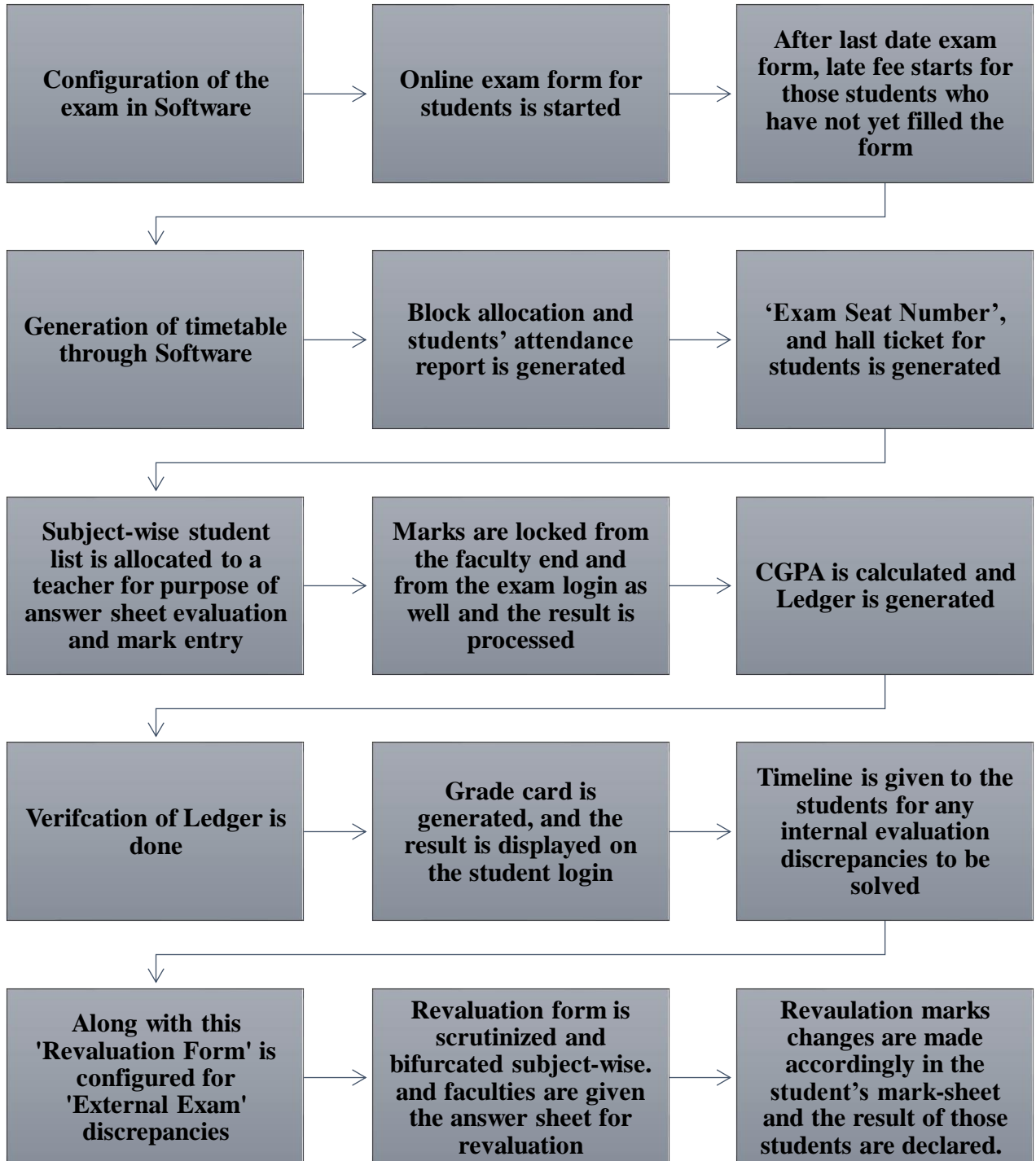
The examination process followed by the college is ICT enabled, right from the exam form configuration system to the declaration of result. The college uses an ERP System, which is 'MASTERSOFT' for the efficient functioning of examination procedures and processes including Continuous Internal Assessment (CIA).

The Exam procedure followed by the college is as follows

- Configuration of the exam in Software by the Exam Admin
- Then the online exam form for students is started.
- After the last date exam form, a late fee starts for those students who have not yet filled the form.
- After the exam form are filled the timetable is generated through Software
- After that Block allocation and students' attendance report is generated
- After that 'Exam Seat Number', and hall ticket for students is generated
- After the exam, the subject-wise student list is allocated to a teacher for answer sheet evaluation and mark entry is prepared.
- After the mark entry, all marks are locked from the faculty end and from the exam login as well and the result is processed
- CGPA is calculated and Ledger is generated,
- Once the ledger is generated it is checked and verified by the exam admin
- After ledger checking, Grade Card is generated, and the result is displayed on the student login
- After the result is declared, a timeline is given to the students for any internal evaluation discrepancies to be solved
- Also, for revaluation form is configured for any external exam discrepancies.
- After the Revaluation exam form date is over the received form is scrutinized by the exam department and bifurcated subject-wise. Then the concerned subject faculty are given the answer sheet for revaluation
- After the revaluation answer sheets are received from the faculties changes are made accordingly in the student's mark-sheet through the system and the result of those students are declared.

Examination Process

The Exam procedure followed by the college is as follows



There is a Continuous Assessment system in each semester, which includes

For UG:

Tutorial Examination	10 Marks
Multiple Choice Exam	20 Marks
Assignments	10 Marks

- The minimum passing marks for the internal examination is 16/40

For PG:

Tutorial Examination	20 Marks
Multiple Choice Exam	10 Marks
Assignments	20 Marks

- The minimum passing marks for the internal examination is 20/50