

**Title of the Practice: Centralized Midterm/Internal Assessment Examination Cell**

**1. Objective:**

The main purpose of implementing Centralized Internal Assessment/Midterm Examination Cell in SVEC is to bring transparency in the periodic evaluation of teaching-learning process. The centralized internal assessment examination cell organizes the Internal Assessment Examinations as per the calendar of events of the institute to assess the performance of students over a well distributed interval of time with in the semester and to make the examination an internal and integral part of the teaching process.

**2. The Context:**

Internal assessment is a continuous, periodic in which assessment is done in relation to certain abilities and skills of the students. Internal assessment tests are conducted by the institution as per norms of the affiliating university while semester end examinations are conducted by the College. Internal assessment of the students is done by the faculty handling a particular course and no external faculty is involved in the process. Internal assessment demands the outcome of the students than the ability and skills of the students. The institution's centralized Internal Assessment Examination Cell basically follows a well-defined and transparent methodology to evaluate the robustness of internal assessments meant for eradicating the problems relating to examination system. A good internal evaluation system allows teachers of various courses to evaluate the performance of their students in accordance with the objectives set before them.

**3. The Practice:**

Sree Vidyanikethan College of Engineering is affiliated to Jawaharlal Technological University, Ananthapuramu, Anantapur, Andhra Pradesh and the rules and regulations for examination process are laid down by the College/university which is communicated to the students through a book supplied in the beginning of first year of their academic orientation program. SVEC's centralized internal assessment examination cell is headed by the Principal and assisted by a senior faculty as chief coordinator who is also the Controller of Examinations. An internal assessment test committee is constituted with principal as the head, a senior Professor as chief coordinator and one faculty from each department as Internal Assessment) IA coordinators. IA committee meetings are held before each internal assessment tests. The institution's exam section/cell is well established in terms of infrastructure, computing, printing and intercom facilities. Two Internal assessment tests/Midterm examinations are conducted every semester and are communicated to students and faculty in the beginning of the semester through institute's academic calendar. The internal assessment tests and evaluation process is communicated to students by the respective departments. The same is briefed to first year students during their orientation program. This information is also available in Institutional Website. Syllabus for each Internal Assessment Test is communicated to the students well in advance before each IA test by respective faculty handling the course.

Question papers are set for each course by the faculty based on Revised Bloom's Taxonomy and Course Outcomes. These question papers are scrutinized by Board of Studies Chairman/Chairperson for correctness. Evaluation of student answer scripts is done centrally in the department within three days of completion of IA test and is based on the scheme and solution prepared by the faculty well in advance. The answer scripts are given to students by respective faculty after evaluation for verification of marks. After verification the marks will be entered in NIVA-ERP portal by the concerned faculty.

The process of Internal question paper setting followed by the institution is given hereunder:

- Faculty prepare question bank/Papers for every course handle by them covering questions as specified by university from each module and covering all the topics.
- BoS Chairperson of the department verifies the standard of the question bank/papers before submission to Exam Section.
- Institutional Internal Exam Chief coordinator along with an exam team selects the final questions/Question paper for internal assessment tests for each course.
- The chief coordinator arranges for printing of Question papers for all the courses of all the departments and kept in safe custody.
- Question papers are given to the internal exam coordinator of the department on the day of test, after approval from the principal.
- The chief coordinator of IA exams ensure smooth conduction of tests and organizes for the evaluation of answer scripts.
- After every Internal assessment Exam, Total Quality Management (TQM) check is performed to ensure that valuation is done according to scheme prepared.
- Two midterm exams are conducted in a semester which includes 2 units of syllabus for Test-1 and remaining 3 units for test -2.

#### **4. Evidence of Success:**

The success rate in the semester end examinations has been improved after the implementation of centralized internal assessment examination system in the institution. All the internal exam related works like, finalizing and printing of test question papers, storing of all unused answer scripts and dispatching of written scripts from the concerned class rooms to the centralized exam cell are done inside the confidential room. Since the question paper is reaching the respective exam hall before few minutes of the examination, just like semester end exam, there is no chance of malpractice or injustice to students and transparency is clearly visible in the system. The faculty members complete the valuation within the stipulated time which helps the mentors/proctors to communicate the academic performance of their students to the parents. The students with fewer marks in the respective subjects are identified by the class in charge teachers and remedial classes are conducted.

#### **5. Problems encountered and Resources required:**

Initially there was a lot of resistance from the faculty for centralized evaluation system in the departments, as faculty was taking their own time for evaluation of answer scripts and few faculties were evaluating answer scripts without any scheme and solutions for the question paper. After having a detailed discussion on the entire process, the entire faculty was agreed

upon to implement the Centralized Internal Assessment Examination system. A team of dedicated faculty, departmental coordinators, chief coordinator and supporting staff is very much essential for successful implementation of the system. An academic calendar clearly specifying the dates of various academic events in the institution during the semester should be strictly adhered to for implementation of this system without any flaws.

**6. Future Plans:**

To communicate the student's academic performance and attendance status through E-mail and also accessibility to students and parents from web.