2.5.3 Information Technology Integration & Reforms in Examination Procedures & Processes, 2022-2023

The Institution is implementing the Examination reforms frequently to improve *Examinations Procedures*, *Integrating Tools of Information Technology* and *Student Support*. The examination section of the institution has efficient *Examination Management System* for maintaining online data of *Students* and *Staff* related records, to extend services to various stake holders of the institution.

The main function of *Examination Management System* is to store complete data on its dedicated *Local Server* and results on *Cloud Securely*. The IT integration has rationalized the whole examination procedure and has raced up the operational mechanism, while making the complete process more transparent.

The institution has developed *Customized Software* which includes the following practices

- *Semester-End Examination Applications* received from candidates are registered and data is computerised.
- *Time Table* Preparation.
- Hall Tickets are generated and printed with relevant time table with dates and time of examination for which the candidate has registered.
- Datewise and sessionwise list of candidates is generated and printed.
- *Code Numbers* printed on *Answer Scripts* are auto generated from the Academic Year 2022-2023 as trail, we are implementing *Bar Code* for Coding in *OMR Sheet* and Marks will be automatically scanned the *OMR* by the *Scanner*.
- Marks scored by students in CIA are recorded by data entry in database.

- The Results after Principal approval are being published in the Website under examination Tab. They can take System generated Marks which need to be authorized by Principal.
- Marks awarded by external examiners in *Semester-end Examination* are entered twice by two different data entry operators to find out mistakes in data entry.
- Data is validated by two manual checks. (Code Numbers versus Roll Numbers versus Marks)
- Register of *Tabulated Marks* is generated and printed.
- Moderation of marks is done by Additional Controller and Controller as per rules approved in meetings of the Academic Council.
- *Marks Sheets / Grade Sheets* are printed.
- Results are announced after getting approval from the Principal.
- Students can avail the facility of *Revaluation* after the release of Results. If the student gets benefited in revaluation the marks awarded after revaluation are considered.

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Controller of Examinations