Auxilium College (Autonomous)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 in the 3rd Cycle)

Gandhi Nagar, Vellore – 632 006

BEST PRACTICES OF CONTROLLER OF EXAMINATIONS

Best Practices by ACK Controller of Examination office:

❖ The best practices of the Controller office aim at positive outcomes and the qualitative change in the overall performance of the students by promoting:

1. Ethicality
2. Efficiency
3. Empowerment

E-GOVERNANCE in the Examinations Management System (EMS) promotes

❖ Transparency and accountability

❖ Cost-effectiveness

❖ Instant accessibility and

❖ Extended service

E-GOVERNANCE

❖ The Examination section is fully automated for smooth administration of assessment and evaluation process

❖ Semester Examination Question papers are generated through the Qn Smart software based on Bloom's Taxonomy and OBE (Outcome based Education) format, ensuring confidentiality and, fair selection and distribution of questions across all the 5 units

❖ On the completion of each examination, Question Papers are posted on the ERP portal for the reference and preparation of the Scheme of valuation by the course teacher concerned.

❖ Students can access '**Direct Verify'** software for verification of their certificate.

❖ Students are given accessibility to verify their internal marks in the ERP Portal before the semester examination.

Green Practices

In an attempt to make the CoE office a pro-green unit, the following green practices have been adopted by the office of the Controller of Examinations:

❖ In order to initiate Environmental sensitivity, jute bags are used instead of plastic bags for various examination works.

- ❖ Answer scripts for photocopy request and revaluation are scanned and shared as e-copies in order to minimize the usage of papers.

- ❖ All the appointment letters of question-paper setters, scrutinizers, chief-examiners and examiners are posted as e-copies on the ERP portal, to ensure curation of documents through such eco-sensitive modes and methods.

- ❖ All the applications regarding examination section are made available online only, to reduce the use of paper.

- ❖ E- Assessment system reduces paper usage and contributes to environmental sustainability.

Students Welfare

- ❖ During ward meeting, the tutors provide instructions to candidates regarding the examination process, format and the code of conduct during semester examinations.

- ❖ Students are given accessibility for the Question Bank in the ERP Portal for all the courses.

- ❖ Students' grievances regarding examinations are received within 24 hours and are redressed by the examination committee.

- ❖ Special provisions for Differently-abled students have been created for their convenience. They are given separate rooms with adequate facilities for writing the exam and also additional time is provided to them. Scribe assistants are offered on request.

- ❖ Scribe assistants are paid by the office of the Controller of Examination.

- ❖ Instant Supplementary Examinations are conducted within a month after publication of the result for the final semester students who have arrear in only one course.

- ❖ Students who were unable to appear for the Semester Examinations due to participation in National level Sports or NCC parade/training programmes, are given an opportunity to appear for the missing examinations on their return, with a new set of question paper.

- ❖ Feedback on the conduct of examination is collected every year from the students and the genuine suggestions are considered for implementation

Examination system

- ❖ Centralized Continuous Assessment Examination is conducted for the students.
- ❖ An Internal Inspection Committee is formed to supervise the overall functioning of the Semester Theory Examinations.
- ❖ Orientation programmes are conducted to create awareness on the assessment process and practices of the college to students and faculty members.
- ❖ Fee defaulters list is circulated to the respective departments and the students are instructed to pay the fees before the commencement of examination
- ❖ Early Warning is given to students with attendance between 65% and 75% attendance to apply for condonation.