

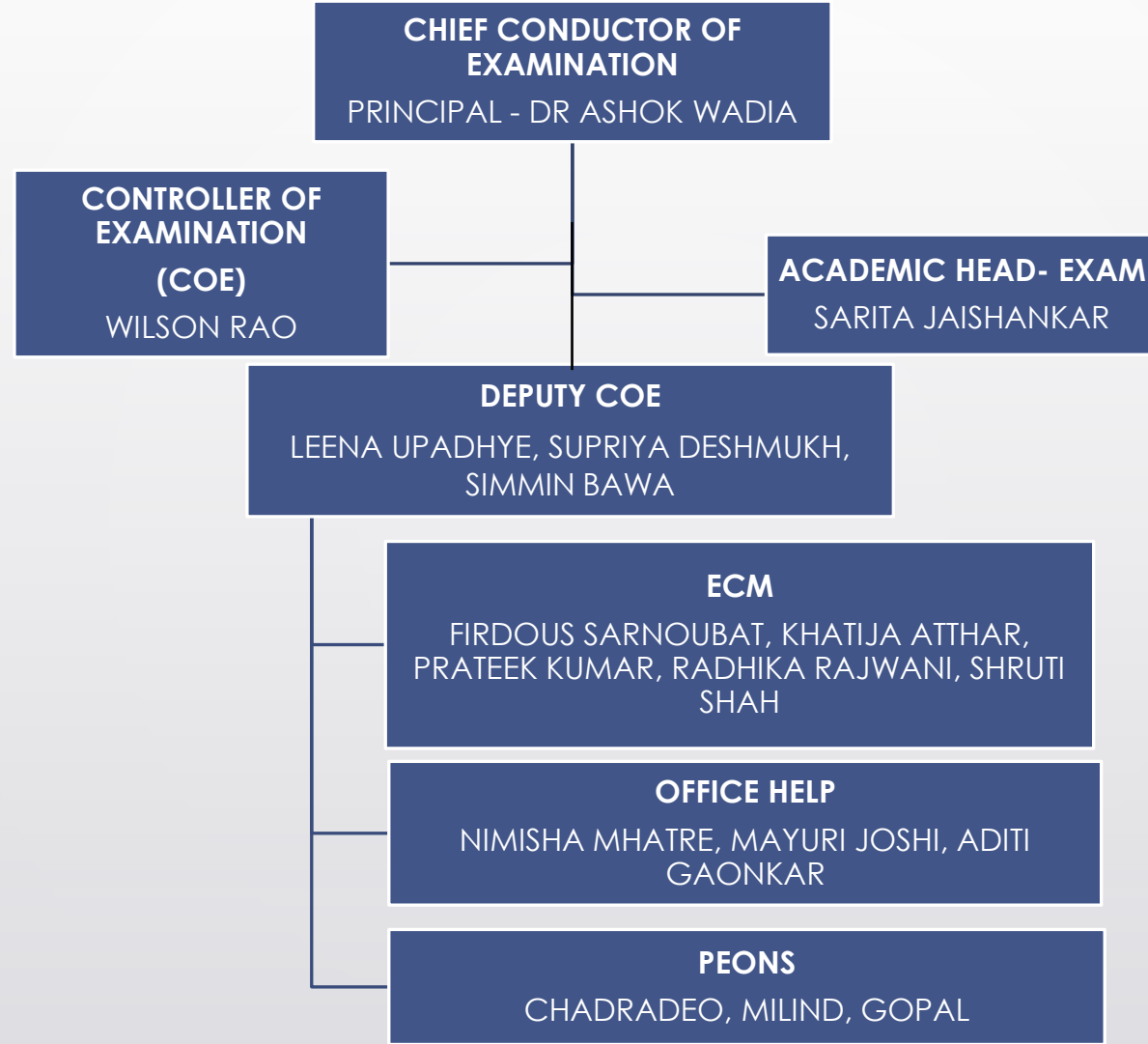


EXAMINATION AUDIT 2021-22

YEAR OF HYBRID EXAMS

JAI HIND COLLEGE, AUTONOMOUS

EXAMINATION UNIT – DECENTRALISATION OF RESPONSIBILITIES



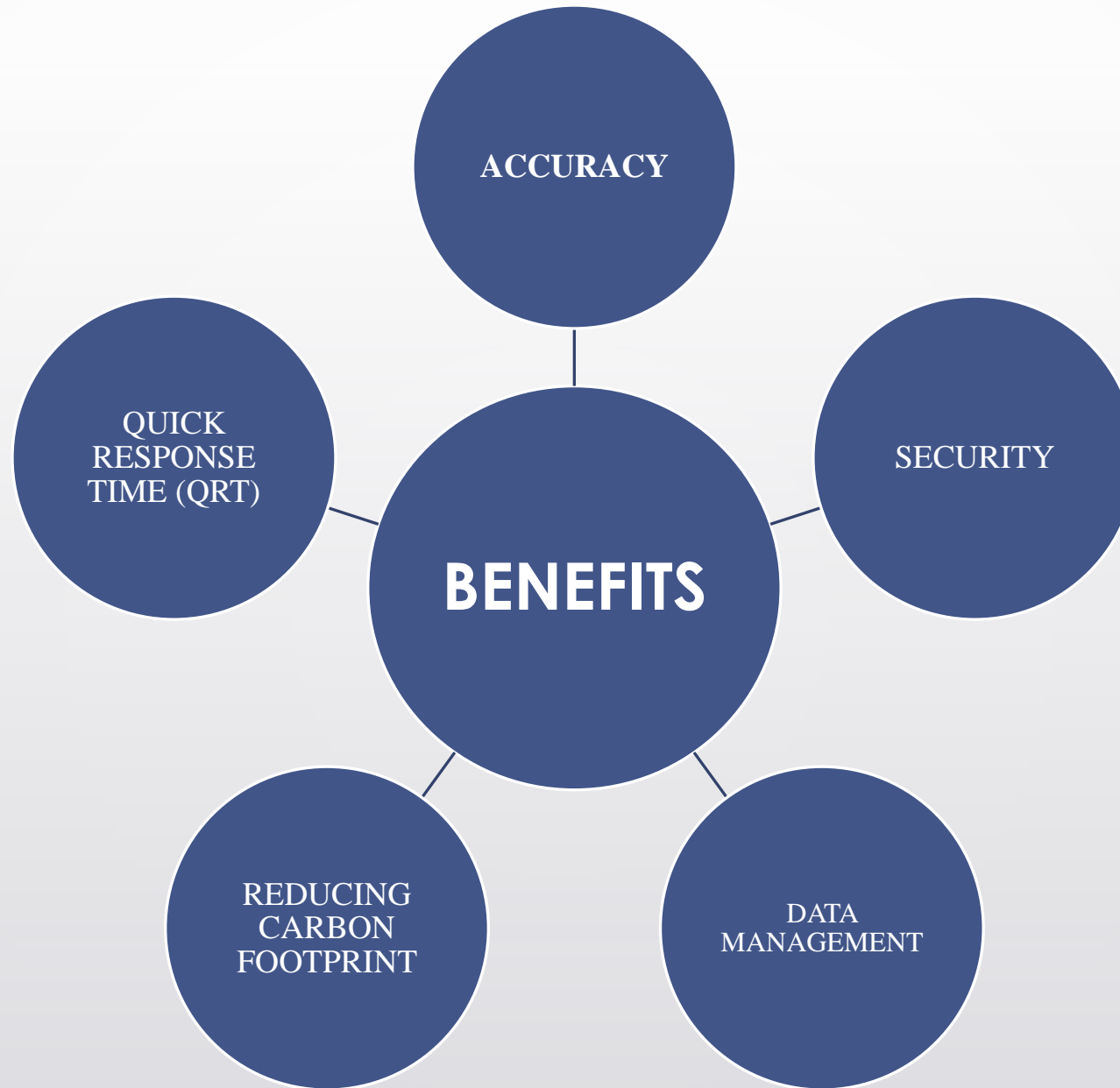
Exams of all programs – aided and self-financed courses– brought under one umbrella – this has been the most significant reform in terms of bringing total transparency to the exam process and removing adhocism

Action Taken for Recommendations/Suggestions (Audit 2020-21)



Recommendations	Action Taken
<ul style="list-style-type: none">Quality of question paper to be assessed as a part of quality mechanism on a regular basis	<ul style="list-style-type: none">Incorporating the Bloom's Taxonomy rubric within the online question paper format for easy assessment of quality of the Question Paper
<ul style="list-style-type: none">Incorporation of external paper setter in the QP setting committee, QP vetted by the BoS or any external subject expert, to be incorporated as quality measures	<ul style="list-style-type: none">Given the challenges faced by learners during the pandemic period, currently only the HoDs have been vetting the Question Papers. We plan to involve external experts in the near future.
<ul style="list-style-type: none">The exam unit and the institution to have a system of reward and recognition for motivation	<ul style="list-style-type: none">The institution is working on an effective system of reward and recognition for motivation

A
U
T
O
M
A
T
I
O
N



PROCEDURAL CHANGES



QUESTION PAPER

- Based on Higher Order Thinking Skills
- Uniform Question Paper Format for all programs
- Mix of objective - subjective questions for a balanced approach

PRINTING, BUNDLING AND STORAGE PROCESS

- To maintain confidentiality the entire process of printing question papers and packing has been centralised with only the Exam Team involved
- The ECM verify and bundles the Question Papers as per the Time Table and Seating Arrangement. A systematic record of the same is maintained.
- Use of MPR as secure store room for all exam related materials – CCTV camera installed for further security.

PROCEDURAL CHANGES



- Supervisor's report and attendance sheets for exams made with the student details (Name, UID No, Roll No) room wise to ease the process for students and invigilators.
- To minimise the scope of errors, all Supervisor's reports and attendance sheets are verified prior to exam by ECM.

DAY OF EXAM: EXECUTION AND MANAGEMENT

- Proactive support is given by entire Exam Team (COE, AH, ECM, clerks, peons) to the students and senior/ junior supervisors during the examinations.

PROCEDURAL CHANGES



POST EXAM PROCESS

- Systematic bundling of answer sheets and recording all exam proceedings
- Maintaining record of bundles issues with undertaking signed by respective faculty members
- Marksheets are assigned online to only the concerned faculty to maintain confidentiality
- Compiled marks are verified by the ECM before sending to the vendor
- Results declared on the website within 45 working days of the exam completion
- Examination bill format developed and revised to make it comprehensive and user friendly; formula based bills submitted in soft form for easier verification by accounts team

TIMELINE AND SUBMISSION PROCESS



- Providing clear time lines for submission of QP, CA marks, Practical marks, bills
- Encouraging faculty to adhere to deadlines set
- Submission of the Question Papers done online by the HoDs directly to the COE
- Mails sent by COE to seek explanations in cases of delays, errors in QP/ marks/ bills as a measure to create a sense of accountability across faculty members
- Declaration of results within 45 days of the last examination.
- Warning letters to faculty reporting errors in marks submitted after the declaration of results.

This process has successfully allowed the declaration of result within the desirable timelines.

GRIEVANCE REDRESSAL CASE



**All student grievances are received on the official email address:
jhc.exam.support@jaihindcollege.edu.in**

The team responding to the mails include the COE, AH and 2 senior clerks from Exam Unit



Reviewing the type of case

Depending on the type of case it is directed to the team member



Grievance is addressed

Within 1-2 Working Days

DETAILS OF EXAMS CONDUCTED



Sr. No	Exam and Semester	Month and Year	Mode	Number of Students
1	Supplementary Exam (Sem II, IV, VI)	September 2021	Online	229
2	Semester End Exam (Sem III and V)	October 2021	Online	2849
3	Semester End Exam (Sem I)	January 2022	Online	1520
4	Supplementary Exam (Sem I, III, V)	February 2022	Online	293
5	Semester End Exam (Sem IV)	March 2022	Online	1322
6	Semester End Exam (Sem II and VI)	April 2022	Offline	2920

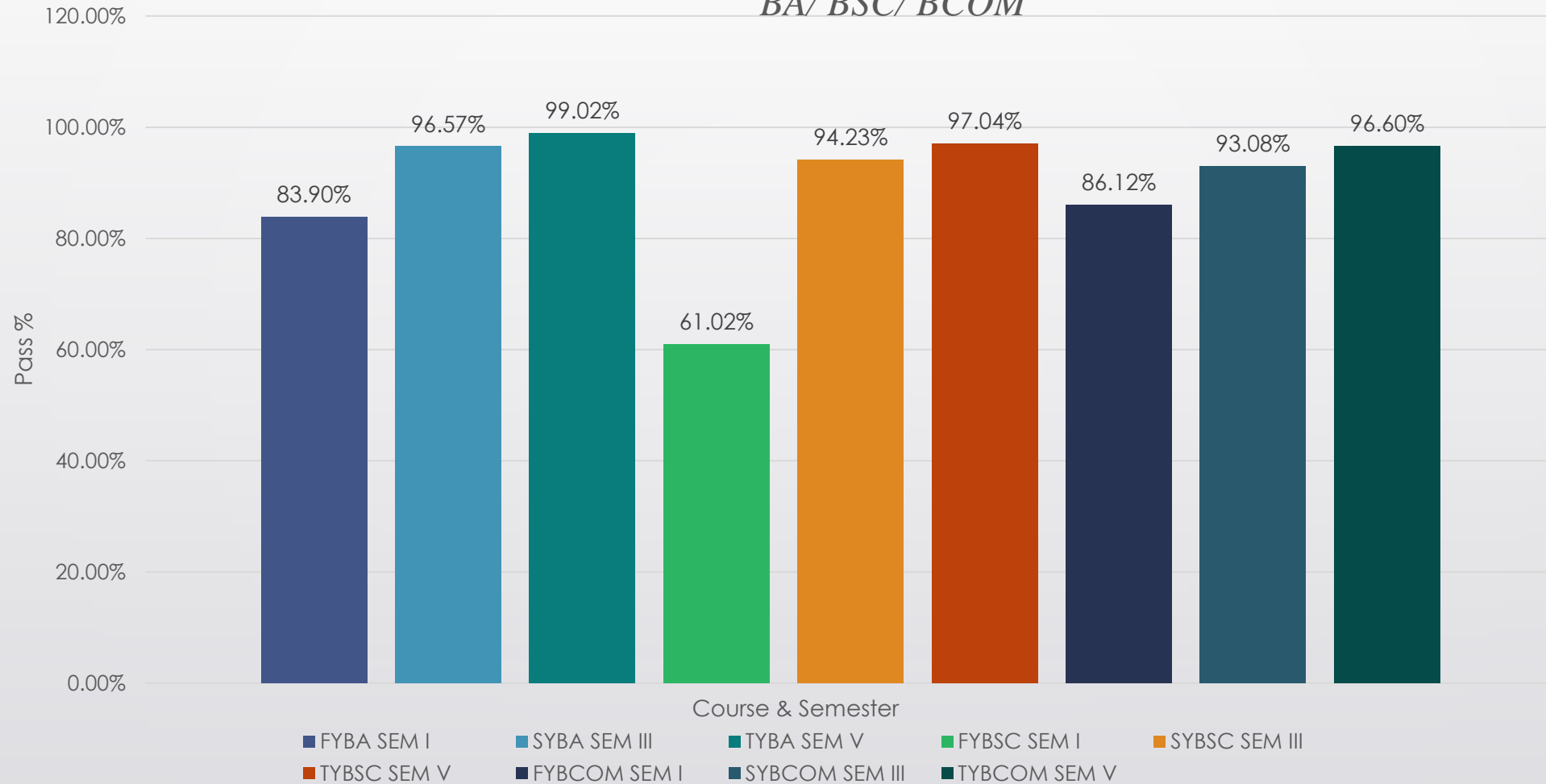


Result Analysis AY 2021-22

Pass Percentage- Odd Semester Exams- Oct 2021 & Jan 2022- BA/ BSC/ BCOM



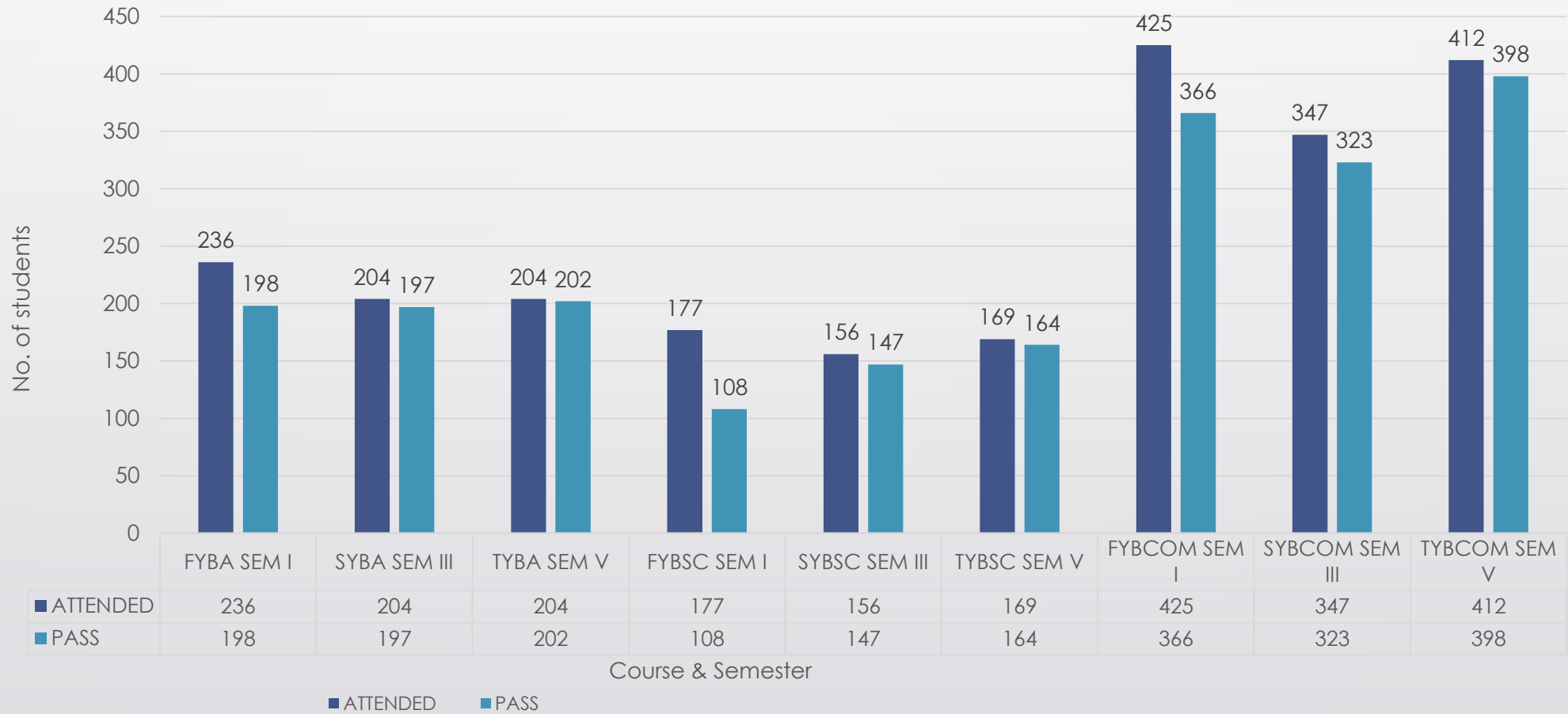
*Pass %- Odd Semester Exams- Oct 2021 & Jan 2022
BA/ BSC/ BCOM*



Odd Semesters Exam- Attended & Passed- Oct 2021 & Jan 2022 - BA/ BSC/ BCOM



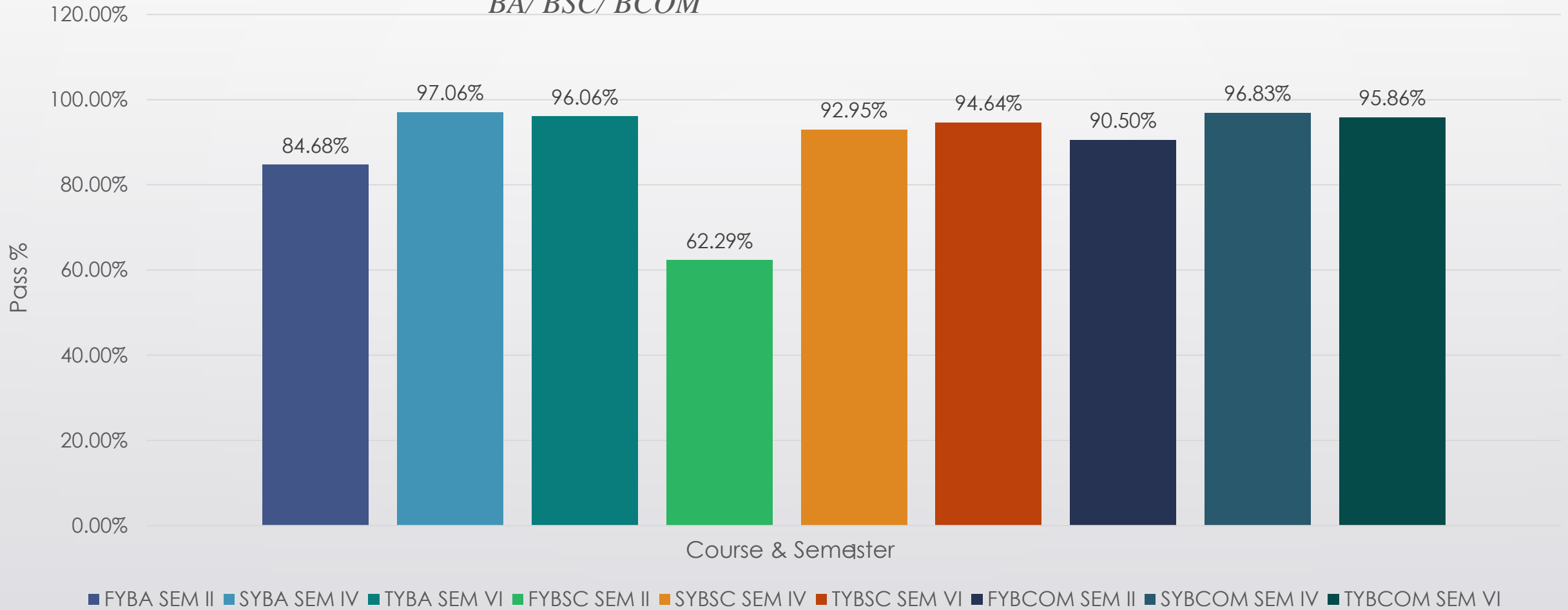
Odd Semesters Exam- Attended & Passed- Oct 2021 & Jan 2022 BA/ BSC/ BCOM



Pass %- Even Semester Exams- March - April 2022 - BA/ BSC/ BCOM



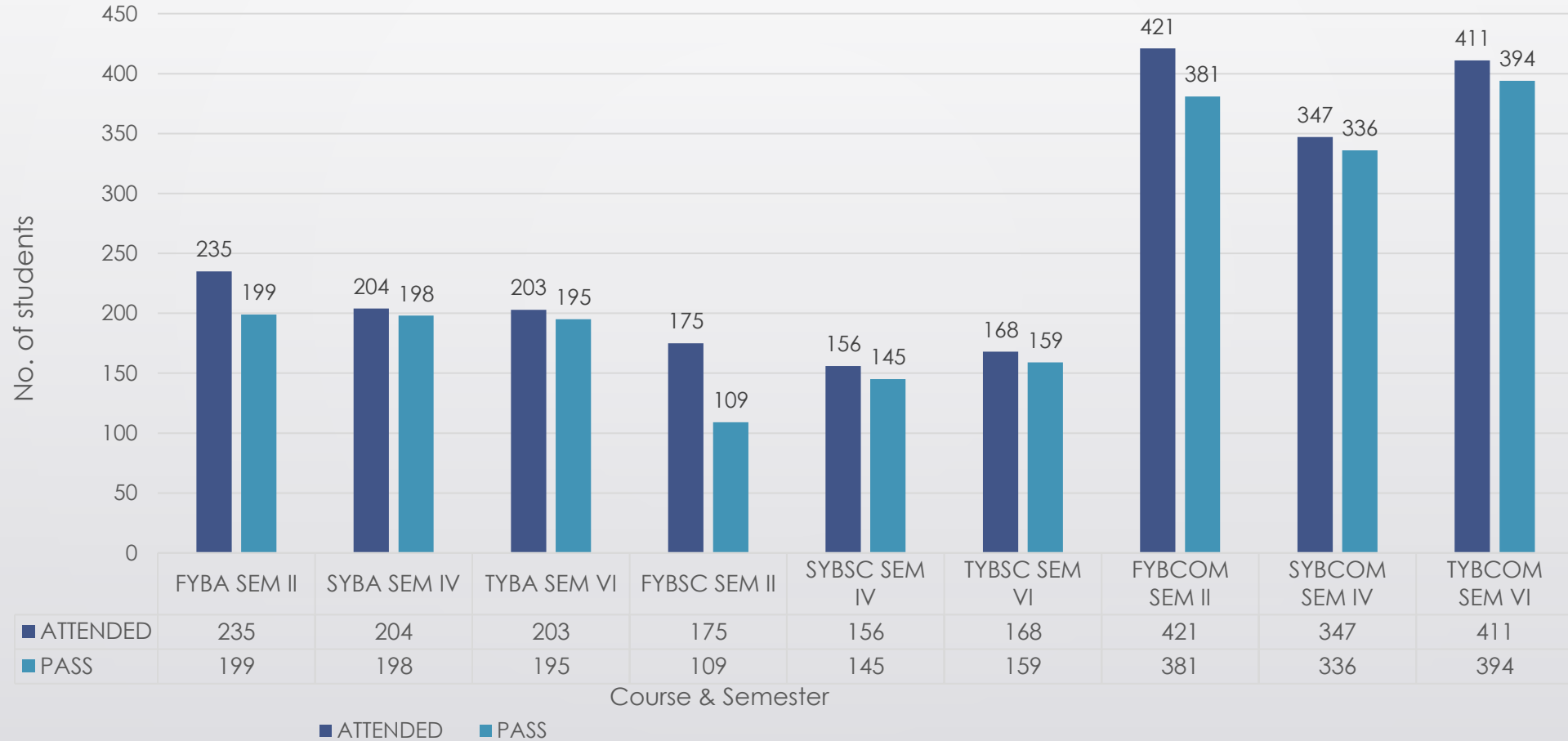
*Pass %- Even Semester Exams- March - April 2022
BA/ BSC/ BCOM*



Even Semesters Exam- Attended & Passed- March - April 2022 - BA/ BSC/ BCOM



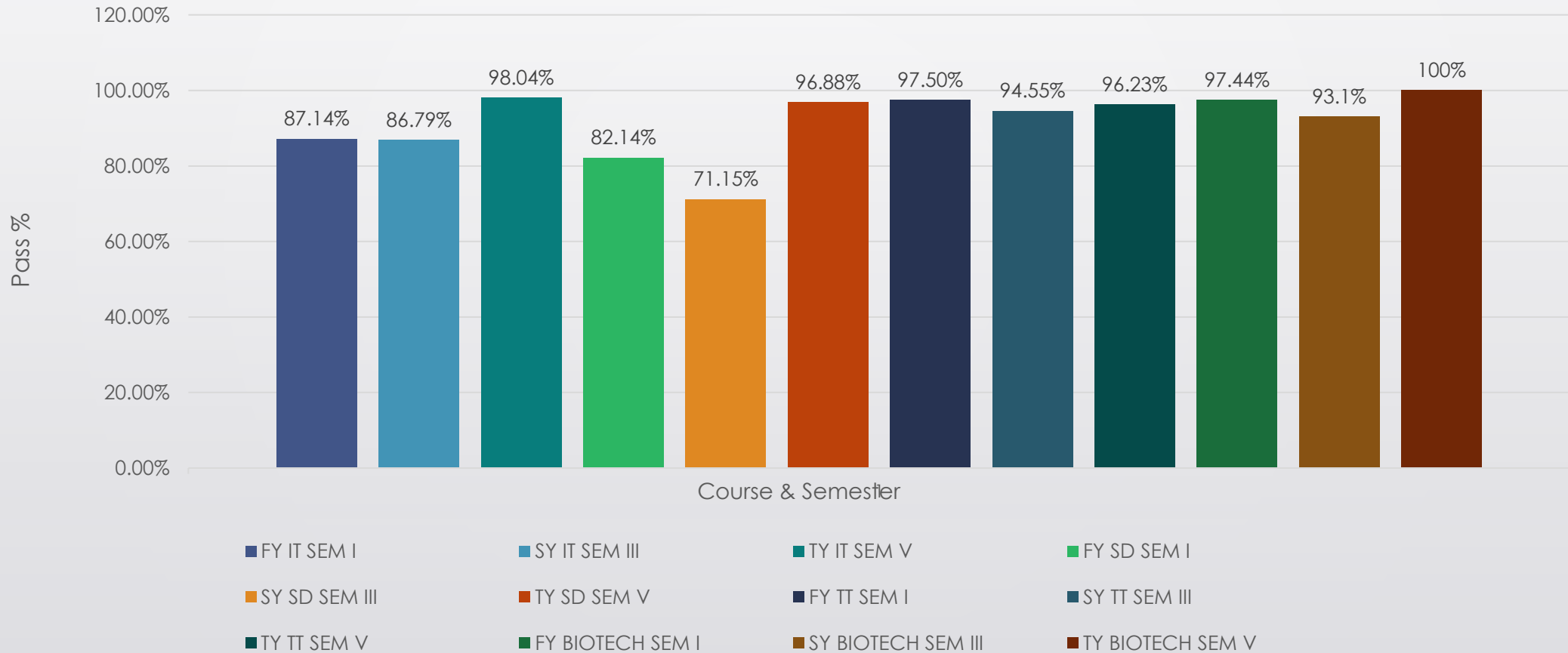
Even Semesters Exam- Attended & Passed- March - April 2022 BA/ BSC/ BCOM



Pass %- Odd Semesters- Oct 2021 & Jan 2022 - BSC IT/ BVOC SD/ BVOC TT/ BIOTECH



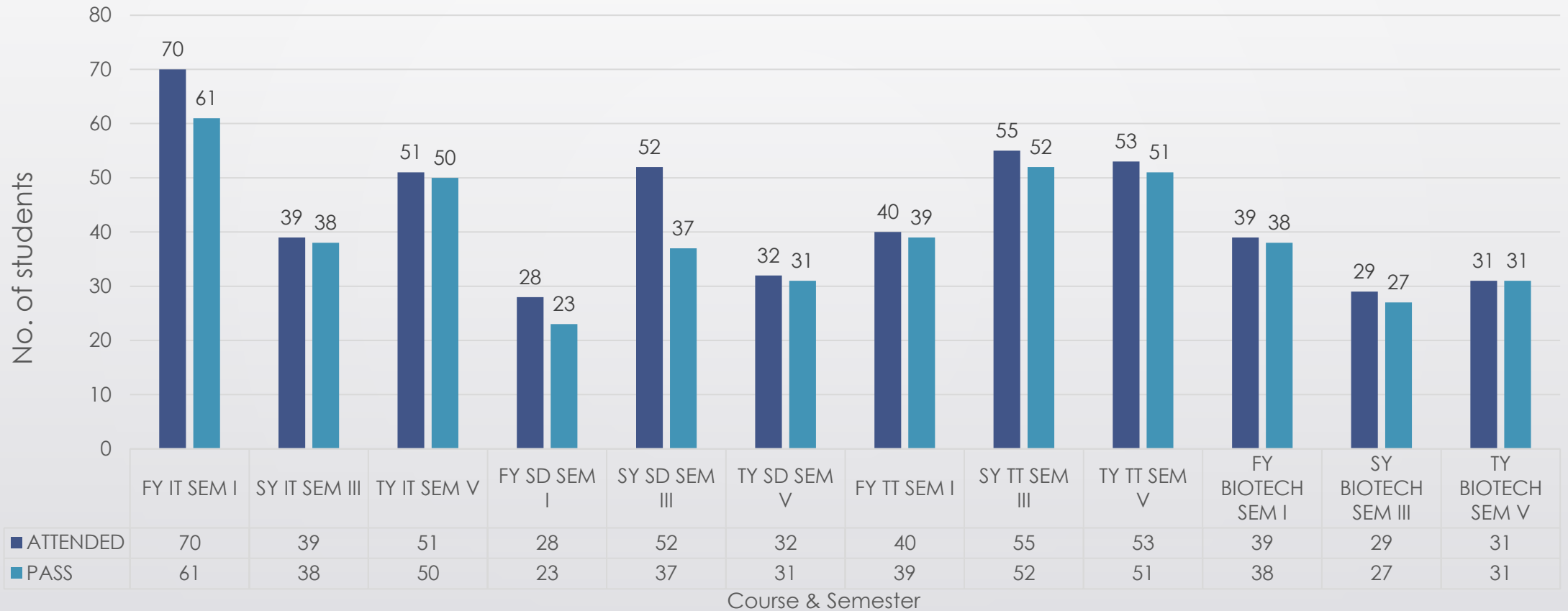
Pass %- Odd Semesters- Oct 2021 & Jan 2022 BSC IT/ BVOC SD/ BVOC TT/ BIOTECH



Odd Semesters Exam- Attended & Passed- Oct 2021 & Jan 2022 - BSC IT/ BVOC SD/ BVOC TT/ BIOTECH



*Odd Semesters Exam- Attended & Passed- Oct 2021 & Jan 2022
BSC IT/ BVOC SD/ BVOC TT/ BIOTECH*



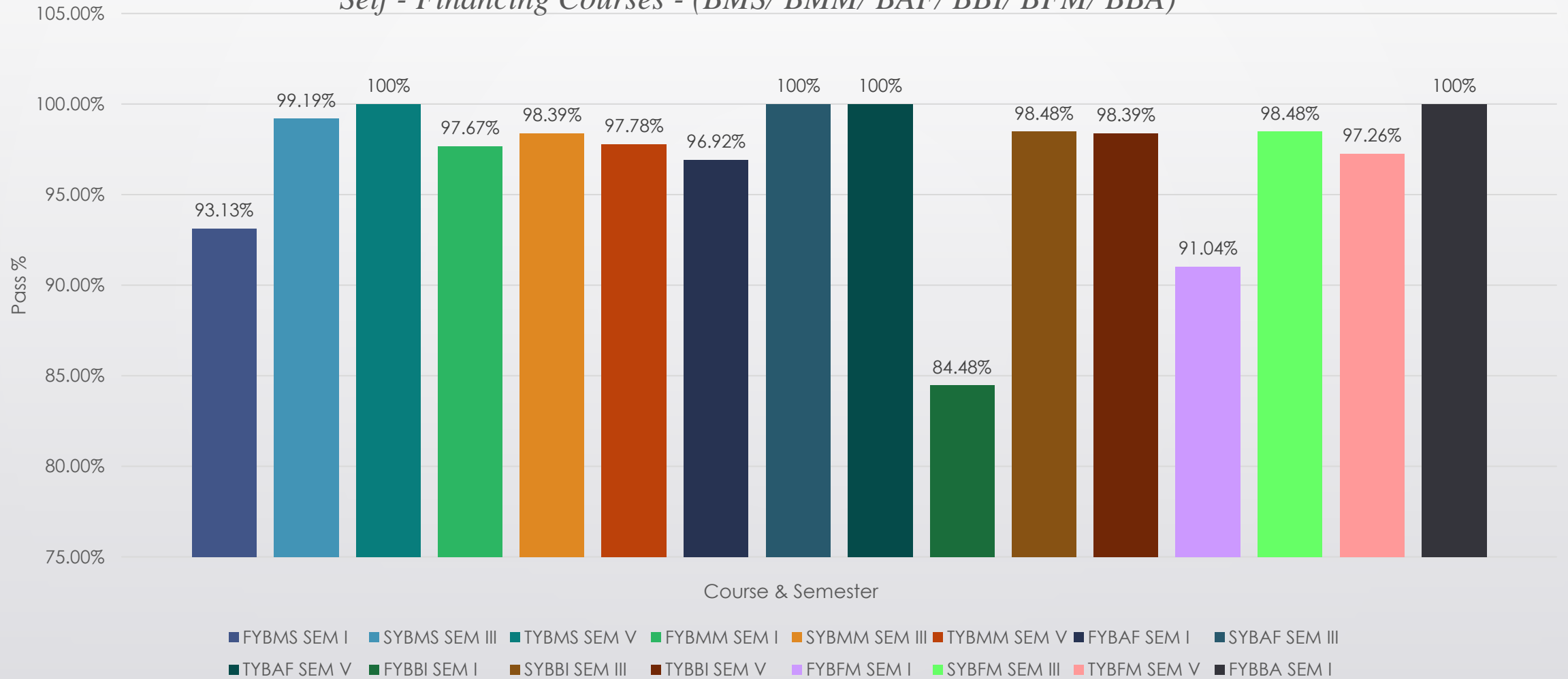
Pass %- Odd Semester Exams- Oct 2021- Jan 2022

Self - Financing Courses - (BMS/ BMM/ BAF/ BBI/ BFM/ BBA)



Pass %- Odd Semester Exams- Oct 2021- Jan 2022

Self - Financing Courses - (BMS/ BMM/ BAF/ BBI/ BFM/ BBA)



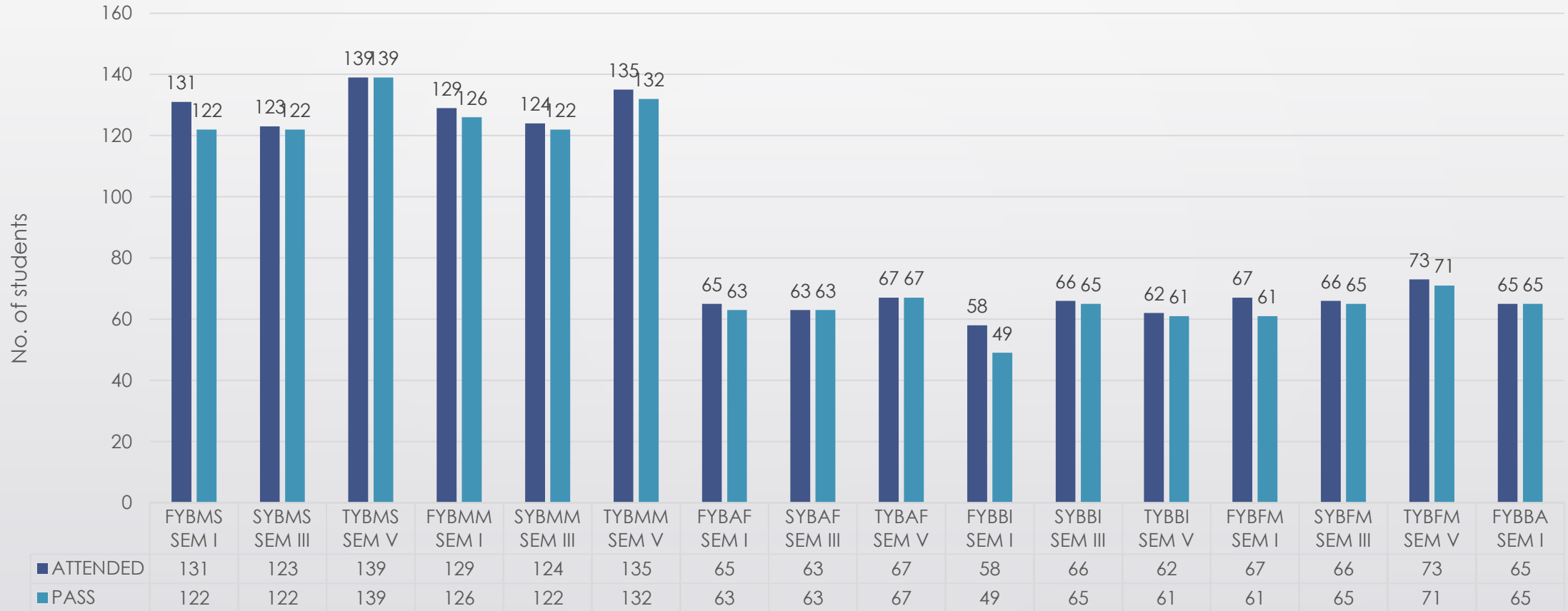
Odd Semesters Exam- Attended & Passed- Oct 2021- Jan 2022

BMS/ BMM/ BAF/ BBI/ BFM/ BBA



Odd Semesters Exam- Attended & Passed- Oct 2021- Jan 2022

BMS/ BMM/ BAF/ BBI/ BFM/ BBA



Course & Semester

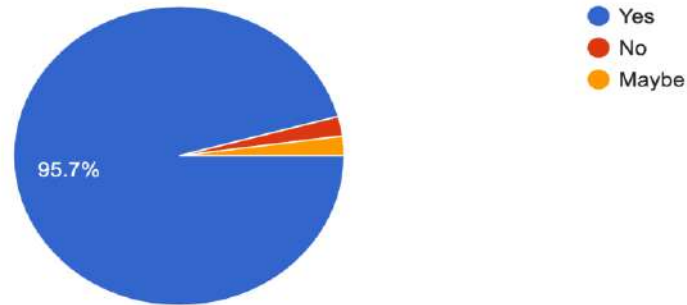


Feedback AY 2021-22

Feedback Received from Faculty: Highlights

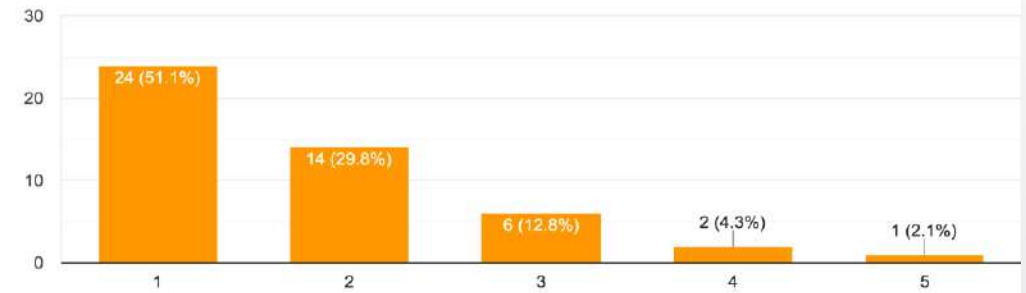
Were the timelines indicated to you by the Exam Team sent well in advance?

47 responses



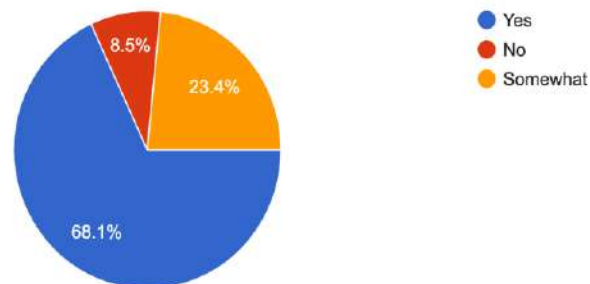
How effective was the drop-down option for Bloom's Taxonomy in the online format of the SEE Question Paper? Rank on a scale of 1-5 where 1 is very easy and 5 is very difficult.

47 responses



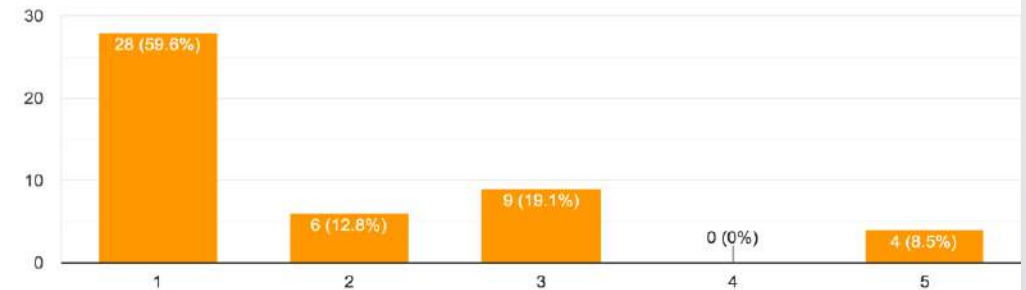
According to you, in the offline exam, did the paper pattern (combination of objective + subjective) help in the transition from online to offline exam system?

47 responses



Was the submission of Question Papers and Marksheets online easy/difficult for you? Rank on a scale of 1-5 where 1 is very easy and 5 is very difficult.

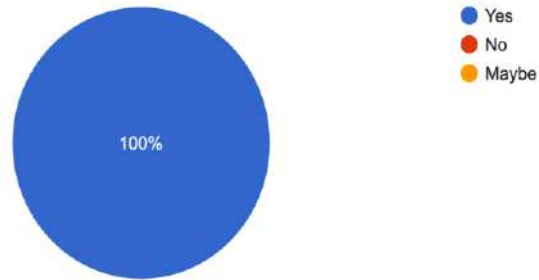
47 responses



Feedback Received from Faculty: Highlights

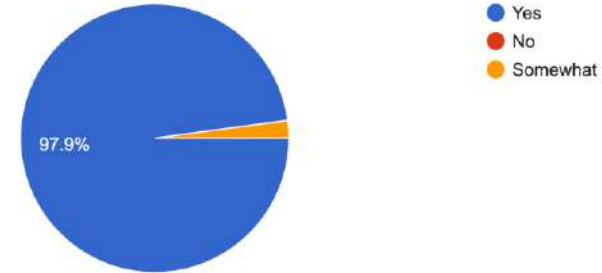
Were the updated Attendance Sheets and Supervisor's Report with student details for the offline exams helpful to you during supervision?

47 responses



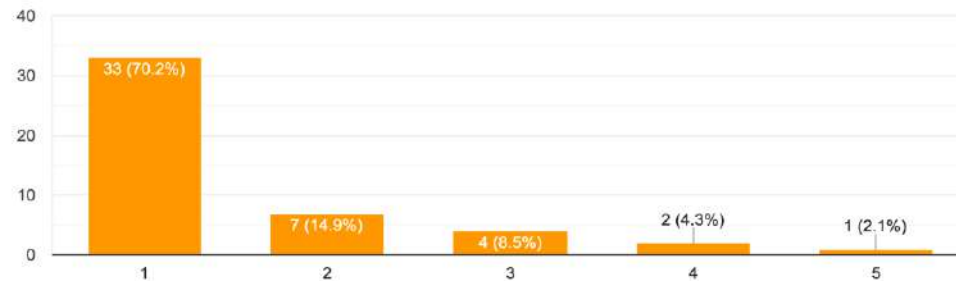
Was the room wise distribution of Question Papers and Answer Bundles helpful to you as a Junior/Senior Supervisor?

47 responses



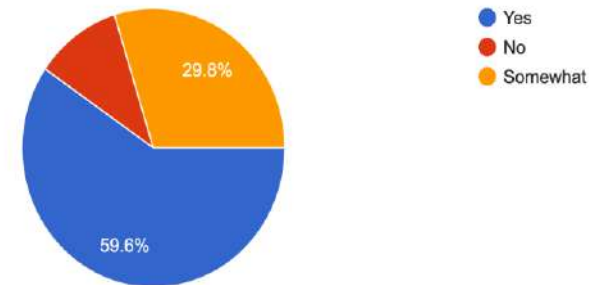
How systematic was the process of issuing answer bundles and submission of the same? Rank on a scale of 1-5 where 1 is very systematic and 5 is very poor.

47 responses



Was the updated bill format easy for you to fill in details?

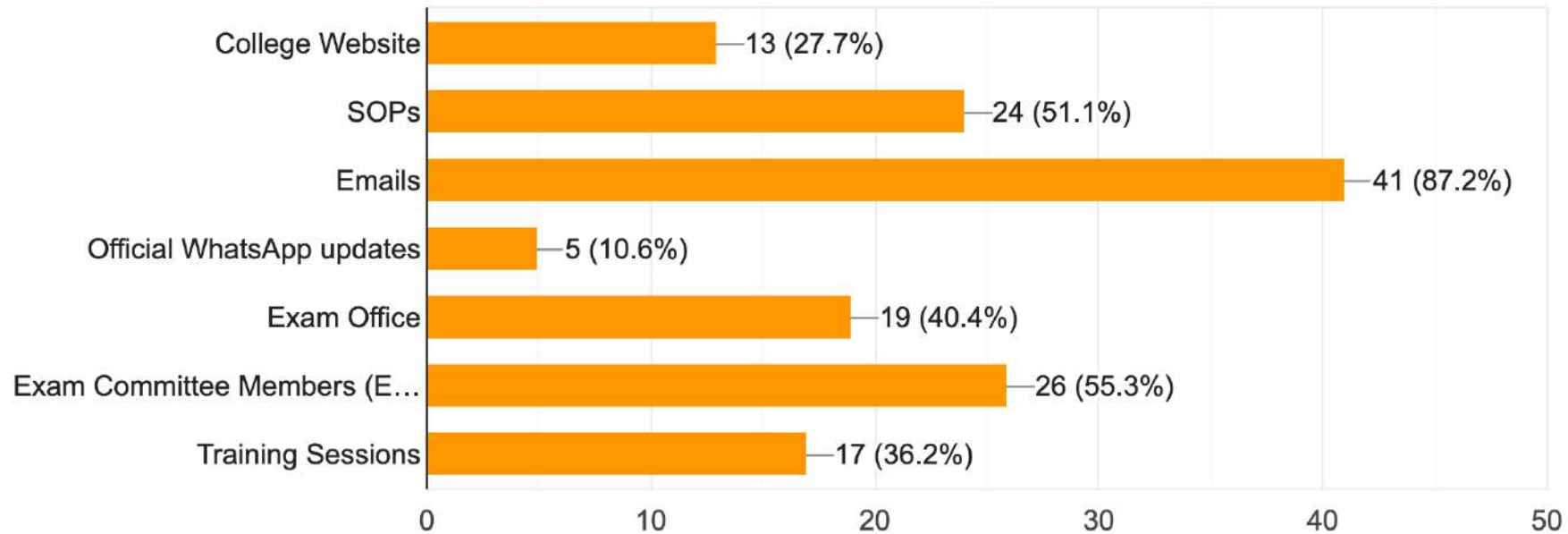
47 responses



Feedback Received from Faculty: Highlights

Overall which of the following helped you with information and clarifications during the Exam Process? (You can select multiple boxes)

47 responses

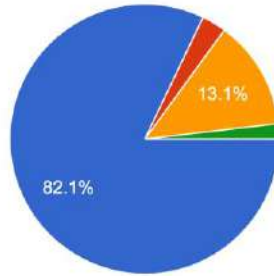


Feedback Received from Students: Highlights



Were the mock tests helpful to navigate the online exams?

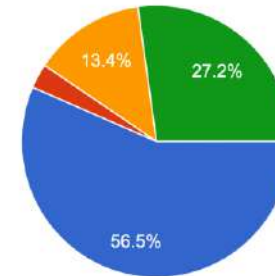
816 responses



- Yes
- No
- Maybe
- I did not appear for the mock tests

Were your exam related technical queries handled appropriately during online exams?

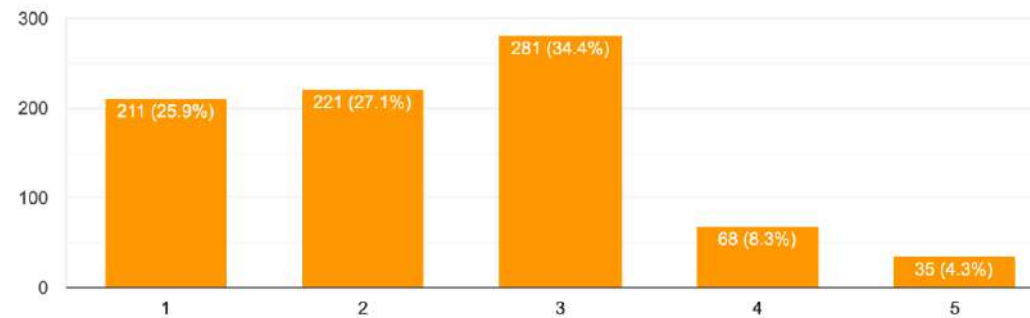
816 responses



- Yes
- No
- Somewhat
- I did not face any problems

How easy/difficult was the online exam process for you during the pandemic era? (1 is for very easy and 5 for very difficult)

816 responses

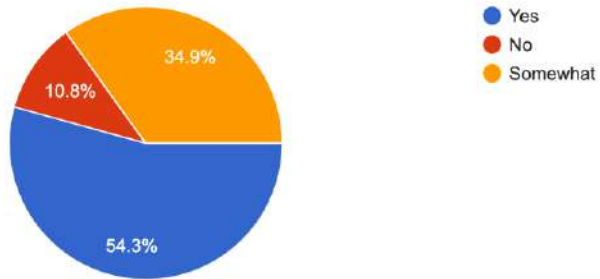


Feedback Received from Students: Highlights



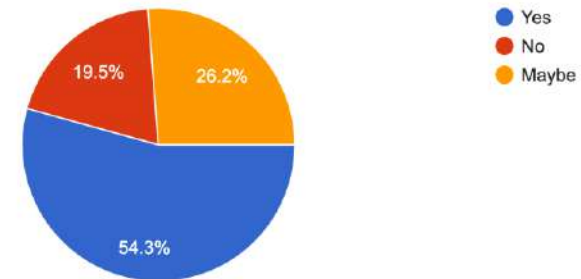
Did all the information pertaining to the offline examination prepare you well for the offline process of exams?

816 responses



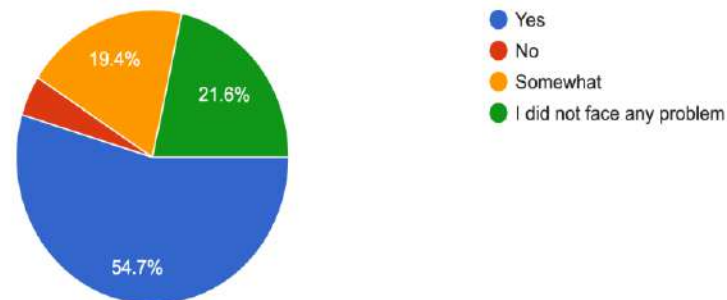
In the offline exam, did the paper pattern (combination of objective + subjective) help you to transition from online to offline exam system?

816 responses



Were your exam related queries handled appropriately during offline exams?

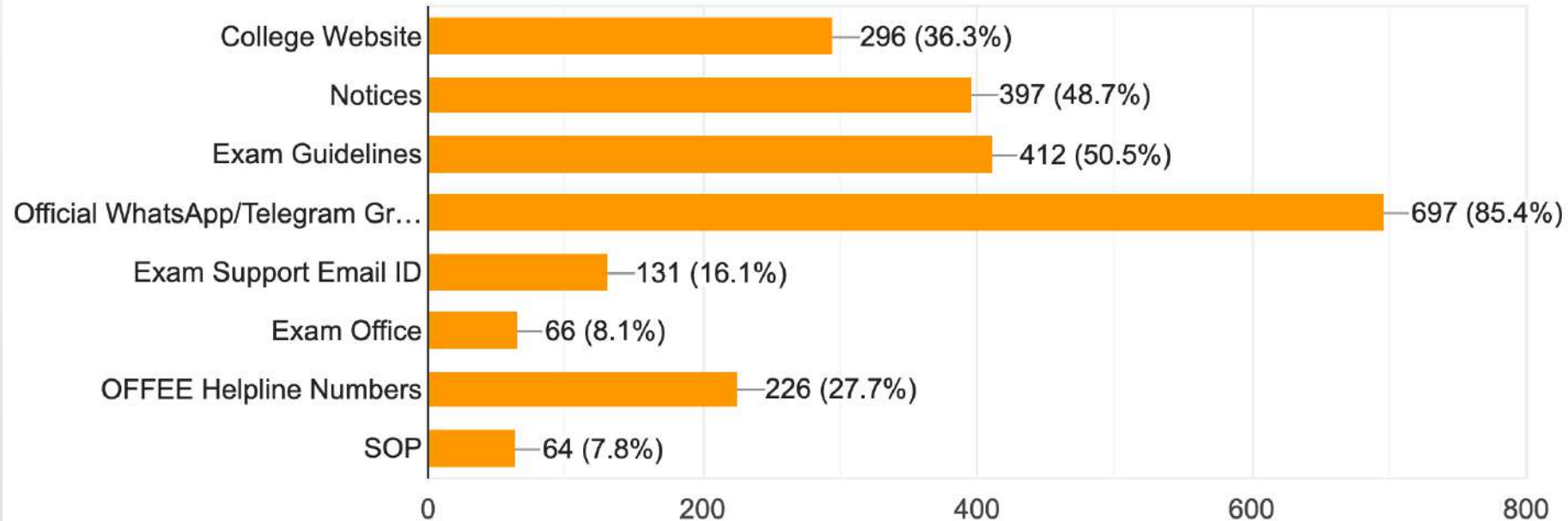
816 responses



Feedback Received from Students: Highlights

Overall which of the following helped you to gain information and clarification during the Exam Process? (You can select multiple boxes)

816 responses



FUTURE PLANS



- Simplify and streamline all online and offline exam processes
- Strengthen the verification process at every level to work towards zero errors
- Organize training sessions time to time for all faculty members with respect to exam reforms
- Enable proctoring facilities for individual faculty with live chat options for giving warnings and alerts to the students
- Plan for online CA1 examination considering the logistical aspects
- Take regular feedback from all stake holders as a part of the strive towards continuous improvement

NOTEWORTHY HIGHLIGHTS



- Standard Operating Processes framed for faculty and students with step by step instructions.
- Training Sessions to acquaint newly appointed faculty with exam process.
- Mock Tests for students before every online exam to familiarize with the software navigation.
- Mechanism to evaluate the adherence to Bloom's Taxonomy in the question papers.
- Effective use of Website and emails for information dissemination to students and faculty.



Thankyou