

2.5.2: Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Evaluation in a continuous mode helps to improve the student regularity and participation in practicals. In every educational institution, the examination is an important and integral aspect of the academic curriculum through which ability of the students in terms of knowledge, skill and aptitude can be assessed. Each department has worked out the details of how the Continuous Internal Evaluation (CIE) will be carried out for each paper by keeping in view the learning objectives of each paper are achieved through the different assignments. The CIE system was effectively adopted at the college to assess and monitor the progress of the students in terms of educational standards. The college is affiliated to the Satavahana University, Karimnagar and is bound to adopt the assessment framework designed by the University. Prior to the Academic Year 2016-17, there was a Year-Wise examination system where in only annual examination time -schedule and question papers were prepared and supplied by the affiliating University. Whereas, in the case of implementation of the CIE, the institution had complete liberty in framing the time- schedules of internal exams such as unit tests, quarterly, half-yearly and pre-finals and in designing the question paper patterns. After completion of internal examination, the evaluation was done and the marks were entered in the Students Progression Registers maintained by the departments separately. The State Government of Telangana started implementation of the CBCS from the Academic Year 2016-17 as per the guidelines of the UGC. Since then, the affiliating university has been designing the frame work of not only the semester end -exams but also the CIE. The university has designed the question papers in such way that 80 marks allotted for the semester end- exams and 20 marks for internal assessments of each subject. Further, the onus is on the University for framing the time-schedule for the semester exams and internal assessments in the form of Almanac for all the semesters. According to the guidelines of the CBCS, the university decided to conduct two internal assessments in each semester for 20 marks and the average of the two internal assessments will be considered for deciding the grade. The Internal Examination question paper pattern will be common for all the affiliated colleges under the University and is prepared by the subject teachers concerned at the college. The question paper pattern and division of 20 marks will be as follows.

1. Multiple Choice Questions- 5 Marks
2. Fill in the Blanks – 5 Marks
3. One-word Answers – 5 Marks
4. Assignment submitted by the students – 5 Marks

After completion of the internal exams (Theory/Practical) the marks obtained by the students should be uploaded on the University website through login which will be kept open by the University for a limited period of time. The performance of the students in CIE is reviewed in the Internal Academic Audit conducted by the IQAC with the help of Academic Coordinator and the remedial measures are initiated to improve the standards of the students.

In every academic year, the College prepares its annual academic calendar by infusing the academic calendar given by the Commissioner of Collegiate Education, Telangana State and the almanac issued by the affiliating University i.e., Satavahana University. The College ensures that all students are aware of the evaluation process through the college prospectus

which is updated annually. The Orientation program held at the beginning of every academic year apprise the students of the evaluation process and the schedule. Prior to the Academic Year 2016-17, there was a year wise system in which the time schedules for the conduct of internal exams (such as Unit Tests, Quarterly, Half Yearly and Pre-Final Exams) and the question paper patterns were used to be decided and designed at college level by the examination committee, consists of convener and members. Before the commencement of the first Internal Exam, the examination branch prepares a separate seating arrangement for the students. It is prepared in such a manner that on every bench two different students (I/II/ III Yrs.) are placed to minimize the malpractices. The same will be intimated to all the students of I, II & III years well in advance and the same arrangement is followed up to the last IE (Prefinal exams). During every internal exam a separate room wise attendance will be maintained. The time table of every IE is prepared and intimated to all the faculty and students by circulating the notice register and by displaying on the notice board. The time schedule of the IEs is maintained strictly, if any disturbance happens during the exams, the same will be compensated by conducting the re-exam on the last day. The question papers will be prepared by the concerned faculty and the required true copies will be supplied to the examination halls as per the subject strength in that hall. The evaluation of answer sheets will be done and the marks will be entered in the student's progression register by the concern faculty. District Resource Centre (DRC) used to supply the common Question Papers to all the colleges for Pre- final Exams. On the other hand, from the academic year 2016-17 onwards the State Government of Telangana started implementation of the semester system as per CBCS. Since then, the time schedules for the conduct of internal exams and question paper patterns have been decided and designed by the University only. The constituent colleges have no role in this matter. The University proposed to conduct two internal exams in a semester. Whether it was the year wise system or the present semester system, the college has its own organized mechanism for the smooth conduct of the internal examinations which is transparent and dynamic in terms of frequency and variety.

For smooth and effective conduct of the examinations at college, the Principal constitutes an examination committee with hardworking and committed teachers. The committee consists of a convener and members who are well acquainted with examination rules, regulations, time schedules and all the pre and post examination activities framed by the affiliating University. The examination branch of the college circulates all the circulars issued by the university regarding payment of examination fee, examination time table for theory and practical, recounting, revaluation process after announcement of results and obtaining the true copy of the answer scripts etc. Generally, the students approach the examination branch of the college regarding various pre- examination grievances such as late payment of exam fee with fine, non-receipt of hall tickets, printing mistakes on hall tickets and the post examination grievances such as recounting, revaluation and obtaining the photo copy of the answer scripts. In order to redress the grievances of the students, the well experienced convener and members of the examination branch with the help of guidelines issued by the affiliating University explain the students mostly from the rural areas about the procedure and guide them to get the speedy solutions to their grievances. The University announces the time schedule, prescribed fee amount and procedure to be adopted for recounting, revaluation and for getting photo copy of the answer script, The examination branch always strives to send the information received from the affiliating University through the social media groups, by displaying on notice boards and by circulating the notices to the classrooms. The examination branch of the college downloads



all the relevant and required application forms from the university website and issues the same to the students with an instruction to fill them properly and return them in time. After completion of collection of fees, the branch will submit the filled in applications forms along with the original DDs to the University. The college examination committee is very dynamic, well experienced coupled with commitment and time bound, works with efficiently to address the issues and grievances of the students in a time-bound manner. Besides, the examination committee will also sort out the issues pertaining to the internal assessments and redress the grievances. The college received good applause from the affiliating University for fair and smooth conducting of internal and external examinations without any grievance.

Every year the college evaluates the attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes by adopting suitable methods. The process of measuring the attainment of the POs, PSOs and COs is different from each other. The assessment methods that are generally used to measure the attainment of POs, PSOs and Cos are of two types. They are direct method and indirect method. a) Direct Method: Under this method the attainment of COs is measured by observing the performance of the students in Continuous Internal Evaluations (CIE) and semester end- examinations. Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes, tests and assignments which are periodically given to students. In this method the performance is shown as a grade based on the total marks obtained by the student both in IE (20 Marks) and Semester exams (80 Marks). The tower height results of every group for the last five years have been exemplary of Course Outcomes achieved by the students. A good number of students achieved outstanding grades in the individual subjects during the last five years. Under this method, Program Outcomes can be measured by examining the results achieved by the students across the programs in semester examinations. b) Indirect Method: Under this method the attainment is measured by collecting the data from the students by conducting student survey and alumni survey etc. The attainment of POs and PSOs can be measured by observing the performance of the students in various competitive exams attended and co-curricular activities such as elocution, debate, seminars and preparation of assignments, student study projects and performance in the programs organized by TSKC, TASK and Career Guidance Cell. A good number of students have achieved meritorious ranks in PG Entrance Exams and got seats in reputed Universities like Osmania University, Kakatiya University, Telangana and Satavahana Universities in Telangana State. The college has trajectory of achieving good number of PG seats in reputed Universities. To track program outcomes, the departments maintain an alumna data-base, regularly updating information on their current employment and other endeavors.

Due to Covid-19 pandemic, the pattern for End Examination of the Semester is changed and the time to write examination is reduced to 2 hours to answer only four questions covering the whole syllabus. The academic calendar is also changed to suit to the needs of the students. To major extent, self-centers were allotted and in few cases, jumble examination centers following all Covid-19 protocols like social distancing, sanitizing etc.



**Controller of Examination  
SATAVAHANA UNIVERSITY  
KARIMNAGAR.**

