

Examination Procedure and Policies

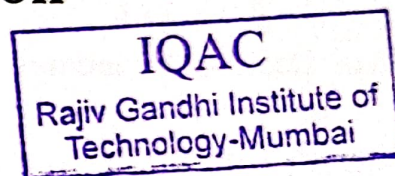
The procedure and policies for examination finalized after the series of meetings and discussions with faculty members.

List of examinations

1. Term Test I
2. Term Test II
3. KT Exam
4. Oral/ Practical Exam
5. End Semester Exam

Procedure for Examination

Term Test –I & II



- 1) Selection of the committee members to conduct the exam.
- 2) The committee consists of Test In-Charge and Test Assistant headed by exam coordinator.
- 3) Display and circulate the notice for setting term test papers with faculty members.
- 4) Collect term test papers from the subject In-charge in hard and soft copy, based on the given standard format.
- 5) The standard format of test paper setting is developed based on **Blooms Taxonomy**.
- 6) The Term Test paper is finalized based on discussion of both the faculty members of Division A & B.
- 7) Arrange required inventory to conduct Term Tests.
- 8) Display Test Time-Table for students on Notice Board.
- 9) Circulate the supervision allotment chart with faculty members.
- 10) Display proper seating arrangement for students.
- 11) Collect the marks from the subject teacher in hard and soft copy within three working days after the last day of the test.
- 12) The corrected test papers are shown to students to clarify any doubts. The signature of the student is taken for receiving the acknowledgment.
- 13) Display the marks on notice board.

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FORMAT OF QUESTION PAPERS AS PER BLOOMS TAXONOMY

Paper pattern to Map Module and Course outcome for Test I & II

Question No.	Question	Marks	Map Module	Mapped CO
1	A Or B	05	M1	CO1
2	A Or B	05	M2	CO2
3	A Or B	05	M3	CO1
4	A Or B	05	M1	CO1, CO2

KT Exam

- 1) Circulate the notice to students for registration of the number of subjects and semester for KT exam.
- 2) Selection of subject In-charge to set the KT paper.
- 3) Subject In-charge will select any 3 Modules from syllabus to set the KT Test paper.
- 4) Arrange required inventory to conduct Term Tests.
- 5) Display Test Time-Table for students on Notice Board.
- 6) Display proper seating arrangement for students.
- 7) Collect the marks from the subject teacher in hard and soft copy within three working days after the last day of the test.
- 8) Display the marks on notice board.

Paper pattern to Map Module and Course outcome for KT Exam

Question No.	Question	Marks	Map Module	Mapped CO
1	A Or B	05	M1	CO1
2	A Or B	05	M2	CO2
3	A Or B	05	M3	CO3
4	A Or B	05	M1	CO4, CO5

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Practical/ Oral Examination

- 1) Make a list of the subject for practical/ Oral Examination.
- 2) Circulate the notice to faculty members to share the details of minimum five external examiners i.e. (Name, college name, contact details, email Id, and experience).
- 3) Approval of external examiner from Hon. Principal.
- 4) Share the list of the approved external examiner with concerned faculty members.
- 5) Prepare the Time Table for conduction of Practical/ Oral Examination.
- 6) Display Oral / Practical Examination Time-Table for students on Notice Board.
- 7) Provide all the necessary documents with faculty members for conduction and evaluation of Oral / Practical Examination.
- 8) Collect all the duly filled documents from concerned faculty members.
- 9) Submit all the documents of Practical/ Oral Examination to Institutional Exam Cell.

Policies for Examination

Term Test/ K.T.

- 1) The question paper should include the CO mapping.
- 2) The question paper should cover minimum 2 CO's.
- 3) The Term Test paper is common for both the divisions.
- 4) The test paper solution with marking scheme should be submitted to exam committee before assessment.
- 5) The faculty should ensure that the assessed answer sheets are shown to the students and resolve the relevant issues, if any.
- 6) Term test 2 is considered as **NPTEL online course** for one selected subject from each semester.

Practical/ Oral

- 1) Details of minimum five external examiners, i.e. (Name, college name, contact details, email Id, and experience) should be provided by the faculty member.
- 2) The external examiners for conducting Oral/ Practical should be approved by the Hon. Principal.
- 3) The Orals/Practicals should be conducted in the presence of the approved external examiner.
- 4) Orals can be conducted for a group of maximum four students at a time.
- 5) Prepare different paper for each student in the batch for Practical examination.

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End Semester Exam

- 1) Conduction of end semester exam is done as Mumbai University's rules & regulations.
- 2) It is hosted by Institute.

Rubrics for CO Attainment

The below shown rubrics is used to obtain the partial direct attainment level of CO based on Test I & II.

Sample excel sheet for finding course outcomes through Test Paper

Sample excel sheet for finding course outcomes through Test I & II													
SEM:			SUBJECT:										
Sr. No	Roll No.	Name of Student	TEST - I					TEST - II					IA
			Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	
			CO1	CO1	CO2	CO2		CO5	CO6	CO3	CO3		
			5	5	5	5	20	10	5	5	5	20	

Sample for Attainment of COs by direct and indirect method

Direct assessment tools	University exam			Course Outcome	Test 1	Test 2	Assignment	Experiment	Avg	Direct average	Indirect Method
	ESE	IA	AVG.								
Test I Q.1, Assignment Experiment											
Test I Q.2 & Test II Q.1 Assignment Experiment											
Test II Q.3 Assignment Experiment											
Avg CO attainment											

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