Examination

Evaluation Process & Reforms

Mechanism of Internal Examination

The Institute, Kashi Institute of Technology is affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow, Uttar Pradesh and follows the Examination pattern of the university. Dr. AKT University guidelines are strictly adhered to with respect to the evaluation process. There are three Internal exams conducted.

- ➢ **Mid Term Examination**
- ➢ **Pre-University Examination**
- ➢ **Make-up Examination**

The Institute has a centralized Examination Department headed by the Controller of Examination for smooth conduction of internal examinations. The Examination schedules of internal examination are shared to the students and faculty in the beginning of the semester through institute academic calendar & through institute ERP portal, which is prepared based on the Dr. AKT University academic calendar.

As per the guidelines, the following reforms have been carried out effectively for smooth conduction of examination:

- ➢ **Preparing the Schedule of Internal Examination.**
- ➢ **Preparing the Seating arrangements for students room wise.**
- ➢ **Preparing the invigilators list for invigilation duty.**
- ➢ **Preparing the question paper format for the internal examination on knowledge level using Bloom's taxonomy.**
- ➢ **Sharing the prepared question paper format with faculties for preparing question paper.**

Scrutiny of the prepared question paper is carried out by HODs/Subject expert/Review committee to ensure quality of the Question paper.

Monitoring the attendance of the students for the Examination & uploading on institute ERP portal.

After completion of the internal examination, the faculty evaluates the answer scripts as per given guidelines:

➢ Evaluate the answer script fairly.

➢ Write marks on each answer.

➢ Use a red ink pen for evaluation.

Write the marks of each answer as per course outcome **(CO)** on the front page of answer script. Sample as follows:

Course Outcome	Max. Marks	Obtained Marks
CO1		
CO2		
CO3		
CO4		
CO5		
TOTAL		

Show the evaluated answer script to the students.

At the top of the answer script 'SEEN & SATISFIED' should be written by the students (With student's signature).

Fill the final marks on class attendance register & upload it on college ERP portal.

After this faculty submits the answer scripts to the examination department as per given time frame.

Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived at after discussion with the Subject Faculty/HODs/Dean Academic/Director.

Make-Up Examinations:

As per the policy, students who have debarred from mid-term examination of Even Semester 2021-22 (for extremely genuine reason and whose cases have been approved by HODs/Dean Academics/Director), shall be allowed to take make-up examinations.

The Schedule and conduct of Make-Up Examinations is as below:

Registration Date	
Commencement of Examination	
Date Sheet	
Syllabus for the Examination	
Duration of Examination	
Showing of Evaluated Answer Sheets to students (Latest by)	

Performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counseling. Counseling Sessions are used to sort out the personal issues, academic and non-academic problems.

During COVID – 19, internal examinations had been done through online mode via Google Form & MOODLE exam system.